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1972/73

Lib Sci

THE UNIVERSITY OF NEW MEXICO GENERAL LIBRARY

Annual Report, 1972-73

This annual report contains three parts: (1) a summary of accomplishments of the 1972-73 year, (2) a summary of seem most desirable to complete in 1973-74, (3) and the department and division chiefs.

1972-73 ACCOMPLISHMENTS

1. A significant forward step was taken with the addition of the Center for Research Libraries, thereby enabling other major university libraries in this project. This step in the Associated Colleges of the Middle West is a useful inter-library loan resource.
2. An assessment was made of the Library's eligibility for the prestigious Association for Research Libraries. The Library is now 70% ready for membership in that group.
3. The Faculty Library Committee adopted new decision-making procedures, routing to faculty departments and periodical circulation decisions to take an active part in budget negotiations for the fiscal year, also.
4. Improved relations existed with the Faculty Library Committee last year, and the Dean gave the Committee a detailed report for developing the Library.
5. Two new sets of Library goals were adopted during the year.
6. An extensive series of staff and teaching faculty committees was used to encourage staff participation in the Library's administration. Particularly noteworthy were the search committees used to assist in filling new positions.
7. The Administrative Council, representing all department and division chiefs, was established as a forum for discussing policy matters and for getting decisions made.
8. The Administrative Council minutes were established as a communication medium between the Library administration, the staff, and related campus groups.
9. A regular exchange of Administrative Council minutes with several nearby university library directors provided useful ideas.
10. Regular departmental staff meetings were established as discussion forums and decision-making groups.

The person charging this material is responsible for its return to the library from which it was withdrawn on or before the **Latest Date** stamped below.

Theft, mutilation, and underlining of books are reasons for disciplinary action and may result in dismissal from the University.

UNIVERSITY OF ILLINOIS LIBRARY AT URBANA-CHAMPAIGN

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UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

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THE UNIVERSITY OF NEW MEXICO GENERAL

Annual Report, 1972-73

This annual report contains three parts: (1) a summary of the major accomplishments of the 1972-73 year, (2) a summary of the projects which seem most desirable to complete in 1973-74, (3) and the annual reports of the department and division chiefs.

1972-73 ACCOMPLISHMENTS

1. A significant forward step was taken with the addition of membership in the Center for Research Libraries, thereby enabling the Library to join other major university libraries in this project. In addition, a membership in the Associated Colleges of the Middle West Periodical Bank added a useful inter-library loan resource.
2. An assessment was made of the Library's eligibility for membership in the prestigious Association for Research Libraries. The Library was found to be 70% ready for membership in that group.
3. The Faculty Library Committee adopted new decisions concerning periodical routing to faculty departments and periodical circulation to users. They decided to take an active part in budget negotiation during the coming fiscal year, also.
4. Improved relations existed with the Faculty Library Committee during the past year, and the Dean gave the Committee a detailed oral report on plans for developing the Library.
5. Two new sets of Library goals were adopted during the year.
6. An extensive series of staff and teaching faculty committees was used to encourage staff participation in the Library's administration. Particularly noteworthy were the search committees used to assist in filling new positions.
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LIBRARY OF THE
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

11. In cooperation with the other campus libraries, a Libraries Lecture Series was approved and planned.
12. Relations with the New Mexico State Library and the New Mexico Library Association were improved in several ways.
13. The Library Staff Council was established to represent the interests of all full-time and part-time Library staff members to the Library Administration.
14. Four new full-time professional librarians, three assistant Professors and one Instructor, were hired to work in the General Library.
15. The Zimmerman III physical space was planned with the aid of a national library consultant and a Library Building Committee. A large periodical reading room was planned for it.
16. Zimmerman II was reorganized physically to consolidate several departments.
17. Inter-Library Loan service was upgraded in several ways, and service volume doubled during the year.
18. The several reference sections were reorganized into one centralized Reference Department.
19. The Bibliography Department was formed to coordinate the Library's searching and selection of new material. Thereby, the concept of Library subject bibliographers was reaffirmed and further developed.
20. The searching of order slips was consolidated into one section of the Bibliography Department.
21. The Administrative Services Department was established to coordinate systems analysis, financial, physical plant, and personnel control, public relations, and office services.
22. The Circulation Department was organized in a significantly more systematic manner than in previous years.
23. A new Library books storage area was occupied on the North Campus.
24. Higher standards were recommended for Library professionals who were candidates for University promotion and tenure.
25. The largest increase in the Library's history was received for the personnel budget.
26. Approximately 20 full-time clerical positions were reclassified to higher levels, thereby recognizing the level of work done.
27. For probably the first time in its history, almost half of the Library's professional staff members received larger than University average pay raises.

28. Recruiting began on a national scale and with campus visits for the leading candidates for all faculty-level vacancies.
29. Personnel selection standards were raised substantially over previous years.
30. Several Library faculty members transferred into positions which proved more challenging to them.
31. New Mexico taxpayers passed a bond issue which will provide \$800,000 per year for the purchase of library materials.
32. The Library participated in a series of meetings of New Mexico academic libraries to divide up the bond issue funds fairly among them.
33. Another accomplishment was that of setting up work priorities for each one of the Library departments.
34. A micrographic retrieval system was introduced in the Technical Services Division as a way of improving cataloging processes.
35. The Baker & Taylor BATAB Bookkeeping System was introduced to automate bookkeeping and other acquisitions operations.
36. Plans were made to upgrade the Parish Memorial Library substantially, and a much increased flow of material and cards was started in its direction.
37. Approval was obtained for the purchase of \$17,000 worth of new shelving for the Parish Memorial Library.
38. Approval was obtained for sound room renovations in the Fine Arts Library.
39. The recommendations of the Booz, Allen, and Hamilton Library survey were studied, and plans were made to implement recommendations.
40. Considerable sectional and departmental reorganization was accomplished within the Technical Services Division.
41. The Reference Department started a program of close liaison with teaching departments and improved service thereby.
42. A significant percent of students and faculty members were reached by Reference Department activities.
43. Several Reference seminars were held for Library staff members, faculty members, and students, to discuss the use of popular science indexing and abstracting services.
44. Relations with the Technology Application Center were strengthened by planning for a new service program of tape literature searches.
45. Plans were developed for an enlarged student library orientation program.
46. A project was begun to seek major and minor book collections actively as gifts or purchase items.
47. The initial steps were taken to acquire the T. Lynn Smith and the Bartfield Collections for Library use.

48. An extensive series of blanket book orders with foreign dealers was planned.
49. A Library publication program was inaugurated to cover both books and serials.
50. The Dean developed an extensive program of dean and department head contacts around the campus.
51. Improved police surveillance over the library was provided.
52. The Library's book selection policy was partially re-defined to make it more comprehensive and better fitted to serve the needs of a research institution.
53. The full-time clerical minority members were increased from 10% to 25% of the staff.
54. The Library's first professional black and chicana members were recruited to the staff.
55. Honest and full Library staffing and equipment needs statements were developed for use with the University administration.
56. Several new policy decisions were made on government publications. They were the result of a staff member's trip to visit document collections in several states.
57. A regular program of analyzing and reorganizing the Library system's operations was established.
58. Computer contacts were developed for an experimental Inter-Library Loan program and for an ERIC tape literature search program.
59. Tape searches of the ERIC data base were inaugurated free of charge.
60. Approximately 8,000 maps were added, more than ever before.
61. The Gifts and Exchange program was extended in several ways.
62. The entire University library system cooperated closely on several new projects. Among them, Reference Committee met several times.
63. Full cooperation with the Rocky Mountain Bibliographic Center Union Catalog was started.
64. UNM began contributing its newly-cataloged serial titles to the Library of Congress New Serials Titles Union Catalog.
65. UNM began contributing catalog cards to the National Union Catalog Washington, D.C., thereby joining other large research libraries.
66. UNM began contributing cards to the New Mexico State Library Union Catalog.

67. The Library planned a program to buy catalog cards from book jobbers as a way of speeding up cataloging processes.
68. The public catalogs in the Zimmerman, Fine Arts, and Parish libraries were divided between authors and titles on the one hand and subjects on the other.
69. Periodical routing to Library staff members was inaugurated as part of the inservice education program.
70. In an effort to retain more serials for reference use in the Library, periodical routing to teaching faculty members was reduced substantially in scope.
71. A program of renewing serials for three years at a time was inaugurated as a method of saving money.
72. The archives of the Albuquerque Symphony and of Tamarind Institute were donated to the Library.

The following problems and projects must be started, completed, or improved during the coming fiscal year. They are given approximately in priority order.

1. Further progress toward Association of Research Libraries membership is needed. During the 1973-74 fiscal year, at least 80% of the ARL's requirements should be met.
2. Library faculty salaries must be increased substantially to reflect the value of these staff members to the University.
3. The Library needs to hire additional national leaders for its professional staff.
4. The Library's travel budget must be substantially enlarged in order to send the staff to conferences with their colleagues in other states.
5. A definite commitment is needed from the Board of Educational Finance to construct Zimmerman IV in 1975.
6. A definite commitment is needed from the University administration to remodel Zimmerman I and Zimmerman II in 1973-75.
7. Serious staff shortages exist in Acquisitions, Cataloging, Special Collections, and Bibliography, and less serious shortages in other departments. These shortages should be reduced substantially.
8. The Library must complete its study and description of the policies called for in the Booz, Allen, and Hamilton survey.
9. Closer integration of the entire University library system is needed.
10. A policy is needed for coordinating the 35 campus libraries and information centers, also.

11. Transfer of Nursing and Pharmacy books to the Library of the Medical Sciences must be completed.
12. Plans to place blanket orders with foreign dealers must be completed.
13. The staff in-service education program must be improved and extended.
- 14.. The Library publication program must be expanded, especially for serials.
15. New policies and practices must be established for faculty salary raise, promotion, and tenure recommendations.
16. Clerical turnover must be reduced in certain Library departments.
17. The ratio of clerks to student assistants is still too low.
18. The ratio of professionals to clerks is too high.
19. The Library needs a well-organized statistical data collection program.
20. The book reclassification project from Dewey to Library of Congress should be completed within the next two or three years.
21. A complete book collection inventory is needed.
22. Further progress must be made in using microforms and automation in the Library's departments, particularly in Cataloging, Acquisitions, Serials, and Circulation.
23. A systems analysis must be completed for the entire Library, and the reorganizations suggested thereby should be started.
24. The University's own book, periodical, and binding budget should be enlarged to \$800,000 per year.
25. The teaching faculty and the Library faculty should work more closely together on a variety of projects.
26. The equipment budget should be enlarged to \$25,000 per year.
27. All departmental work arrearages should be reduced substantially.
28. The Library staff members should relate more closely to the student body.
29. The circulation and use of the Library's materials should be increased substantially.
30. The Library's accounting and financial reporting system should be improved substantially.
31. More intensive and extensive solicitation of gifts is needed with the cooperation of the Friends of the Libraries and other lay groups.

32. The Library staff should be involved more extensively in policy-making, policy discussion and decision-making.
33. A conference should be planned and held on policies of collecting and organizing New Mexico government publications.
34. A conference should be planned and held on collecting New Mexico archives.
35. A major project should be launched to collect New Mexico music and historic archives.
36. The Library's orientation program for new users should be extended.
37. The Library's student assistant and professional minority percentages should be increased, and last year's gain in hiring minority clerks should be held.
38. Several modern management techniques should be adopted for use in improving Library administration.
39. The government publications collection must be completely reclassified from the Library of Congress to the Sudoc system.
40. The Library faculty should be encouraged and assisted to take on the full responsibilities of University faculty members in the areas of scholarship and service.
41. While a few Library faculty members participated in University-wide organized activities, greater activity can be suggested for most of them.
42. Closer coordination of Library branches, both on and off campus, is needed.
43. Increasing amounts of New Mexico newspapers must be purchased on film or else the film made in the Library.
44. The accuracy and completeness of the serials checklist and the public catalog should be upgraded.
45. Strong map collection development should be continued.
46. Periodical routing outside the Library to University faculty members should be reduced further.
47. Southwest Academic Library Consortium cooperative activities should be extended and enlarged.
48. The use of microfilm for Library lists instead of paper printouts should be started.
49. An out-of-print book buying program should be developed.
50. All departmental policy and procedure manuals should be brought up-to-date by the end of the year.
51. An in-service training program should be inaugurated to improve the qualifications of reference librarians to carry out computer literature searches.

52. A guide should be prepared to the Library's Special Collections.
53. The drama wing of the Fine Arts Library should be completed, occupied, and made serviceable.
54. Library use guides should be prepared for the Fine Arts and Parish Libraries.
55. Establishment of the Parish Library as a fully developed branch should be completed.
56. The Friends of the Libraries Executive Directorship should be established.
57. A Library public relations program must be developed and staffed.
58. The Library exhibits and special events program should be enlarged, extended and equipped.

John F. Harvey
Dean of Library Services

10/8/73

PROCESSING OF MATERIALS
General Library

	<u>1971-72</u>	<u>1972-73</u>
New Titles Cataloged-----	20,604	20,916
Number of Titles Recataloged-----	2,119	877
Volumes Added:		
By purchase-----	16,776	21,284
By gift, exchange, deposit-----	9,347	5,022
By binding of periodicals-----	6,994	9,532
Totals	<u>33,117</u>	<u>35,838</u>
Number of New Serial Titles Added-----	568	928
Total Number of Serial Titles in the Checklist-----	21,265	21,568
Binding (in volumes):		
Commercial Bindery-		
Books-----	2,509	3,275
Periodicals-----	6,509	9,907
Theses-----	595	608
Totals	<u>9,613</u>	<u>13,790</u>
Home Bindery-		
"Z" Binding-----	1,008	300
Pamphlet Binding-----	1,743	995
Tying of Incomplete Volumes-----	869	250
Totals	<u>3,620</u>	<u>1,545</u>
Photographic Services:		
Negative Microfilm Frames-----	25,272	9,079
Prints (including reader-printer)-----	7,585	426
Microfilm-		
Positives from Negatives-----	196	80
Xerox Prints-----	96,498	370,190
Number of Transactions-----	1,094	1,645

SIZE AND GROWTH OF THE COLLECTIONS

	<u>The General Library</u>	<u>Medical Library</u>	<u>Law Library</u>	<u>Totals</u>
Number of Cataloged Volumes, June 30, 1972	591,904	64,587	101,056	757,547
Volumes Added (Net) 1972-73	32,314	3,459	7,027	42,800
Number of Cataloged Volumes, June 30, 1973	624,218	68,046	108,083	800,347
Percentage Increase				5.7%
Other Processed Material in the Libraries:	<u>June 30, 1972</u>	<u>Net Added 1972-73</u>	<u>Totals June 30, 1973</u>	
Maps	72,070*	3,983	76,053	
Microfilm (reels of varying lengths)	19,213	1,163	20,376	
Microcards	219,292	4,454	223,746	
Microfiche	206,058	62,850	268,908	
Phonodiscs	8,313	1,993	10,306	
Tape Recordings	3,243	533	3,776	
Slides	4,060	0	4,060	
Transparencies (overhead projector type)	2,183	0	2,183	
Motion Pictures (16mm reels)	82	3	85	
Film Loops, 8mm.	115	0	115	
Prints	40	0	40	
Pamphlets and Catalogs	2,092	40	2,132	

USE OF LIBRARY RESOURCES - GENERAL LIBRARY

	<u>1971-72</u>	<u>1972-73</u>
Zimmerman Library:		
Loans for Home Use-----	177,081	165,402
Loans of Serials-----	25,881	23,818
Reserved Book Loans-----	39,932	67,034
Charges to Carrels-----	10,472	7,849
Number of Individuals Passing Exit		
Turnstiles-----	777,070	795,118
Interlibrary Loans (in items)		
Loaned-----	2,217	2,243
Borrowed-----	1,812	1,725
Total Transactions	<u>4,029</u>	<u>3,968</u>
Photoprints Sent to Consortium Members-----	6,174	5,817
Photoprints Received from Consortium		
Members-----	2,092	1,912
Fine Arts Library:		
Loans for Home Use-----	23,386	25,264
Reserved Book Loans-----	25,290	24,824
Loans of Records and Tapes-----	70,261	96,254
Loan of Slides-----	83,301	0*
Number of Individuals Passing Exit		
Turnstiles-----	135,143	120,975
Parish Memorial Library (Business and Administrative Sciences):		
Loans for Home Use-----	2,352	2,085
Reserved Book Loans-----	5,962	6,471
Number of Users (counted at exit)-----	79,905	60,988

*Slide Library transferred to the College of Fine Arts July 1, 1972.

EXPENDITURES

	<u>1971-72</u>	<u>1972-73</u>
<u>The General Library</u>		
Books and Other Materials-----	\$384,993	\$494,293
Supplies and Expense-----	34,435	43,871
Equipment-----	5,276	9,441
Binding-----	42,985	53,286
Salaries-----	605,836	653,598
Student Assistance-----	126,578	70,239
Social Security, Retirement, Group Insurance, Travel, and Unemployment Insurance-----	66,916	86,380
Total Expenditures, General Library	\$1,267,019	\$1,411,108

Law Library

Books and Other Materials-----	\$73,639	\$82,692
Binding-----	(In Equipment)	(In Equipment)
Salaries-----	83,013	98,979
Student Assistance-----	18,621	13,706
Supplies and Expense-----	13,292	15,385
Equipment-----	4,358	6,996
Other-----	3,859	7,486
Totals	\$196,782	\$225,244

Medical Library

Books and Other Materials-----	\$55,192	\$64,334
Binding-----	8,327	5,931
Salaries-----	109,033	112,522
Student Assistance-----	(In Salaries)	7,486
Supplies and Expense-----	30,393	33,996
Equipment-----	6,427	2,000
Other-----	10,848	4,951
Totals	\$220,220	\$231,220

Total Expenditures for Libraries \$1,684,021 \$1,867,572

Percentage Distribution of Expenditures: All Libraries

	<u>Amount</u>	<u>Percent of Total</u>
Books, Periodicals, and Binding	\$700,536	37.6%
Salaries and Wages	1,042,910	55.8
Supplies, Expense, Equipment, etc.	124,126	6.6
Totals	\$1,867,572	100.0%

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the university of new mexico LIBRARIES



UNIVERSITY OF NEW MEXICO
AT UNIVERSITY COLLEGE, G.I.



annual report 1971-72

THE UNIVERSITY OF NEW MEXICO

Report of the University Libraries

July 1, 1971 - June 30, 1972

October, 1972

REPORT OF THE UNIVERSITY LIBRARIES

July 1, 1971 - June 30, 1972

THE COLLECTIONS

As the statistics given in Appendix A show, the General Library collection of cataloged volumes made a small growth during the year to reach a total of 591,904 volumes. This is about one-third the size required for minimum library service to a university as large as U.N.M. Of course the collections also contain many other forms of materials to supplement the basic collection of printed material.

The collection of 72,000 maps is one of our strongest. And, the fast-growing collection of some 444,563 items in microform is a valuable resource. Included in this collection are the publications on microfiche of the AEC, NASA, ERIC, and of the HRAF.

The government publications collection is one of the strongest resources, especially useful to support graduate and faculty research. In addition to the microforms mentioned above there is the continuing growth by acquisition of material received as a regional depository for U.S. Federal publications, material from the Pan American Union, the United Nations, and from the government agencies of New Mexico. The government publications collection was increased by the total addition of 21,304 items in printed form and some 45,001 in microform.

It is gratifying to note that the U.N.M. libraries serve as a strong regional resource. In the Southwest Academic Library Consortium, members look to U.N.M. for much needed material. During the past year we mailed to other libraries 6,174 Xerox pages of journal articles while receiving from other libraries only 2,092.

The work of the bibliographers. In general it may be said that the quality of the collections is quite high, but depth and breadth in all subject areas is lacking. The addition of bibliographers to the staff is an important step to bring about a better development of collections. Some faculty members have done an excellent job of book selection in the past, with limited funds. Others have performed poorly. There are notable gaps in relation to the academic offerings. The bibliographers are beginning to locate and to supply the lacunae in the collections. The Ethnic Studies bibliographer, in her second year in this position, was able to add 90 titles for Native-American Studies, 169 titles for Afro-American, and 88 titles for Chicano Studies.

The bibliographers for Science and Engineering, Humanities, and Latin America (also working broadly in the Social Sciences) spent much time consulting with faculty members about the approval plan profiles. Then, with this plan in operation, they gave oversight to determine if significant current books were being received. The general conclusion of most was that there are some problems to be solved. For example, the plan brought in much good material for Afro-American Studies but neglected significant publications for Chicano Studies. In Music the approval plan selections tended to be too general and popular. The Fine Arts librarians had to devote attention to the acquisition of supplementary materials such as musical scores, facsimiles of important composer's works, exhibition catalogs and other specialized material. Bibliographers spent much time in examining approval forms sent by the Abel Company, and in examining L.C. proof slips to provide surveillance of the approval plan system.

With high hopes for the passage of the Library Bond Act in November, 1972, the bibliographers and subject librarians are making plans for significant improvement of collections in the future. There is need for the purchase of books and journals not acquired in the past due to oversight and the lack of funds. Many of these can now be obtained as a result of reprint publishing, but the expense is great. There is a need for more foreign literature, especially Latin American. And, because new faculty members bring new research and teaching fields to the campus, some collections must be built almost from the beginning. And, because of the increasing size of classes, there is a need for additional copies of certain standard works.

Acquisition by Gift and Exchange. While we must use the purchase method to acquire specific titles needed for specific purposes, the collections are greatly enriched by gifts. Of the total volumes added last year, 29% were obtained by gift and exchange. There were 788 donors. The number of items received by gift was 45,557 compared with 31,952 the year before. This increase was due, in part to the gift of 2,379 volumes and 1,248 other items from Dr. Theodore Abel, Professor of Sociology. Another major gift was the 2,468 volume library from the estate of David Stacton. Due to the services he received from the General Library at earlier times it was his desire that his private library be placed in this library after his death.

There were a number of smaller but important gifts received. Miss

Mae Bratton donated some 369 items to add to the previously-donated Chester Faris collection, bringing that collection to a total of 3,269 items. Mrs. Charles Bidwell gave 176 copies of publications of The Center for the Study of Democratic Institutions. Mr. and Mrs. E. A. Henderson gave money for the purchase of 10 important works on southwestern history in memory of their son, Dr. Patrick Henderson. Dr. and Mrs. Paul Walter donated 73 volumes and 147 other items mostly in the field of Sociology. Senator Joseph Montoya sent 203 volumes from Washington. Dr. Albert Rosenthal gave 5 valuable rare books which he purchased in Dublin. And, with money donated by Dr. and Mrs. Homer Musgrave we added 25 volumes, mostly on the History of Science.

The Alianza gave materials for the Chicano Studies program and an anonymous donor gave \$100 for Afro-American materials. Mrs. J. Stewart Harrison gave 152 phonodiscs to the Fine Arts Library. In October of 1971 funds were donated to establish a Memorial Collection of Hispanic Music, in memory of Dr. Walter Keller.

While most gifts are for library materials, one greatly-appreciated gift was money to purchase a microfilm-microfiche reader/printer given by Mrs. William J. Parish for the Parish Memorial Library.

Sale of unwanted material, mostly duplicate serials received by gift, brought \$1,484.31. This money was then used to purchase other serials and monographs needed for the collections. During earlier years we had an excellent exchange program bringing valuable material from other libraries and from publishers of scholarly material. But because we have no publications to offer on exchange this program has dwindled almost to extinction. However, we still receive without cost a fairly good quantity of material from institutions, and for this generosity we are grateful.

Processing of Material. The Cataloging Department staff made a series of adjustments and changes of procedure during the year. Because the approval plan was slow in beginning, during the summer of 1971, the staff turned attention to catalog improvements, especially updating subject headings, withdrawing records of missing books, and reclassification. Some 1,922 titles were reclassified and 2,119 were recataloged. By late fall the staff again proceeded with new acquisitions and produced 20,604 cataloged titles. The previous year 20,295 titles were cataloged. During the period between semesters the card catalog was expanded by the addition of six more cases.

The number of serial titles climbed to 21,265. Some progress was made by the Assistant Serials Librarian on editing the Serials Checklist, but much more needs to be done. Daily experiences with this bibliographically-difficult body of literature point out the great need of automation of records.

The photographic services for the faculty and students were performed during the year by a commercial firm operating by contract with the University. The staff of the Library's Photoduplication Service produced catalog cards, fine notices, microfilmed newspapers, and did other work for the library. This accounts for the lower statistics recorded in Appendix B of this Report.

SERVICES TO READERS

Reference services, helping readers to use library materials, were performed by the subject and departmental librarians. No statistical record can report this activity. The problem of measurement of accomplishment is much like the evaluation of classroom teaching. Librarians spent much time in group activity and even more in individual instruction.

One important activity has been the teaching of groups about the library organization and procedures, and about books and their use. A slide-tape was prepared and used in this instruction program. Tours were conducted for a large number of classes and other groups. Librarians, upon invitation, went to classes for a class period or more to discuss library matters.

Another activity to help readers was the preparation of bibliographies. The Ethnic Studies Assistant keeps a card bibliography of titles for each ethnic program. In July, 1972 the files contained the following number of entries:

Native-American Studies	- 1,644
Chicano Studies	- 1,278
Afro-American Studies	- 1,641
Minorities	- 302
African Studies	- 191

She also prepared a monthly list of additions and distributed this list to selected individuals and groups. She prepared several special bibliographies and reading lists on specific subjects.

Staff members continued indexing and other projects, such as the index of the Albuquerque Journal, the transcription of the Pioneer Foundation tapes, and the preparation of exhibits and displays of authors' works.

Changes of regulations and policies make statistical circulation counts rather unreliable. The former loan period of two weeks was changed

in January, 1971 to an indefinite, or semester, loan period. Therefore we can not compare accurately the 1971-72 loan figures with the previous year. The number of persons leaving Zimmerman's exit turnstiles, as reported in Appendix C, appears to be about 8% less than during 1970-71. This may be, in part, because of the change in circulation rules. However, the statistics of circulation seem to indicate, in a general way, that the library is used less than during earlier years. Various interpretations might be placed on this fact. The responsibility for it might well be shared by faculty members, librarians, administrative officers, and others. It is easy, and somewhat immature, to place the blame for this on the library administration and staff, but teaching methods and quality of teaching have much to do with the motivation of students to use the various forms of library materials. The use of the libraries should be a matter of concern to all of us.

Interlibrary Loan activity grew by some 12% over 1970-71. During the past two years the number of loans has exceeded the number of items borrowed. This may be some indication of improvement in the UNM library holdings. The use of the teletype machine increased, but we received many more messages than we sent. An increasing number of requests by TWX came to us from the University of Utah, Texas Tech, University of Texas at El Paso, and Midwestern University.

The use of materials in the Department of Special Collections increased during the year. Over the past two years the number of individuals using the collections grew from 3,725 to 5,961. An increasing number of undergraduates use these materials and the rooms for study. The heaviest use is for New Mexico history, with other requests being for maps, rare books, archives, and theses in that order of frequency.

The librarian of the Parish Memorial Library in the College of Business and Administrative Sciences reported a 6% increase in the number of users, a 32% increase in regular circulation and a 40% decrease in reserve circulation. In addition to her library service to campus people she also helped to plan a small executive library for an Albuquerque bank, and one for an industrial firm.

The Fine Arts Librarian reported an attendance increase of 22%, and 15% increase in total circulation of books. The service hours in the Listening Center were extended from 46.5 per week to 71.5. The collection of 2 x 2 slides grew to 107,620 during the year with many of the new slides

being on Greek and Roman art to support new courses in that area. Since the slide collection has been used almost entirely by faculty for instruction purposes, it was decided to transfer the administration from the library to the College of Fine Arts. The General Library will add slides to a new department of non-print material to serve student and other users.

SPECIAL ACTIVITIES

During the spring, summer, and fall of 1971 the firm of Booz, Allen, and Hamilton made a management survey of the General Library. The work was performed mainly by Mr. Carl Burness and Dr. H. Lawrence Wilsey. They submitted the report of the survey shortly before Christmas, 1971. Due to the impending change in library administration, caused by my resignation in January, 1972, none of the survey recommendations were implemented. This remains to be done.

One major change was made in the Zimmerman library building. The faculty offices on the second floor were removed, new stacks and chairs were ordered, new carpet laid, and the Humanities Department enlarged for both collections and readers. Some very preliminary planning was done for the addition to the east side of Zimmerman to be constructed with the building bond funds for 1973. Also a firm decision was made to move the Honors Program from the Zimmerman building to allow that space to be used for library functions. No decision could be made on the exact date for this move.

Perhaps the most important positive action to improve academic library service in New Mexico occurred in the fall, winter, and spring of 1971-72. During the fall the Legislative Universities Study Committee toured the state's academic institutions and met with students to discuss problems and needs. At every campus the students pointed out the weakness of library holdings and the need for better funding to build up collections. The Committee held hearings on this in Santa Fe and decided to propose a bond issue similar to the earlier building bond program. A plan for bonds amounting to \$10,000,000 to be used by 17 academic libraries over a five-year period was presented to the Legislature and adopted unanimously in the House and with only one negative vote in the Senate. The Library Bond Act must be ratified by the electorate at the general election on November 7, 1972. If it passes, the Board of Educational Finance is authorized to make a division of the funds between the institutions. The Council of Academic Library Directors had a series of meetings during the spring and

summer of 1972 to devise plans for the use of the anticipated funds, and to make recommendations to the B.E.F. regarding the division of the money.

THE STAFF

There were few changes in the professional staff during the year. Two excellent appointments¹ were made in September, 1971. Mr. James B. Wright came from Oregon to serve as Assistant Fine Arts Librarian. He has demonstrated strength in the music field and his professional competence was shown by his election during the year to Phi Beta Mu, Library Science honorary society. Mrs. Eddy Gwen Reveley became Assistant Science and Engineering Librarian. She had previously served as Biology Librarian at St. Louis University. She has proved to be a highly competent and energetic librarian. In addition to her regular professional services, she prepared a fine paper on bibliographic control of scientific and technical literature.

One resignation, that of Mr. Charles Snell, Assistant Serials Librarian, occurred at the end of the year. Mr. Snell left to continue his work toward the doctorate.

In the full-time non-professional staff there were the usual rather frequent resignations. This practice definitely reduces the efficiency of the staff. However it has been off-set by the long tenure of quite a large percentage of the staff. Much credit should be given to the loyal service, over many years, of Mrs. Seeds, Mrs. Jacobson, and Miss Curtis of the Readers' Services Division, Mr. Melling, Mrs. Lee, Mrs. Richardson, and Mrs. Lashley of the Technical Services Division, and Mrs. Jones, the Administrative Secretary. Quite a number of others have performed in an excellent manner but over a shorter period.

Mr. Arthur DeVolder was away on sabbatical leave January 1 to June 30, 1972. He travelled to archives in Mexico, Spain and other countries to complete a manuscript on Guadalupe Victoria, the first president of Mexico. He also did some work resulting in two articles on approval plans for building library collections. During his absence Mr. Donald Foster served as Technical Services Librarian.

During January, 1972 I submitted my resignation as Director of the General Library, with the understanding that I serve during my last year before retirement as Resources Development Librarian. A search committee was organized with Dr. Raymond R. MacCurdy, Professor of Modern Languages, as chairman. As a result of the committee's recommendation Dr. John Harvey was appointed Dean of Library Services and began his service on July 10,

1972.

At the request of Dean Harvey I have written this report for the last year of my directorship. The 23 years of my experience as University Librarian and Director of the General Library contain some very fine experiences. I leave with memories of some excellent relationships with faculty, students, and staff. And I leave with the belief that we librarians made some solid contributions to our academic community.

Respectfully submitted,

A handwritten signature in cursive script that reads "David Otis Kelley". The signature is written in dark ink and is positioned above the printed name.

David Otis Kelley

Resources Development Librarian

Appendix A

SIZE AND GROWTH OF THE COLLECTIONS

	<u>The General Library</u>	<u>Medical Library</u>	<u>Law Library</u>	<u>Totals</u>
Number of Cataloged Volumes, June 30, 1971	565,232	61,594	93,298	720,124
Volumes Added (Net) 1971-72	26,672	2,993	7,758	37,423
Number of Cataloged Volumes, June 30, 1972	591,904	64,587	101,056	757,547
Percentage Increase				5.2%
Other Processed Material in the Libraries:	<u>June 30, 1971</u>	<u>Net Added 1971-72</u>	<u>Totals June 30, 1972</u>	
Maps	71,069	1,001	72,070	
Microfilm (reels of varying lengths)	18,429	784	19,213	
Microcards	213,861	5,431	219,292	
Microfiche	159,142	46,916	206,058	
Phonodiscs	7,649	664	8,313	
Tape Recordings	2,808	435	3,243	
Slides	63,775	10,816	74,591*	
Transparencies (overhead projector type)	2,143	40	2,183	
Motion Pictures (16mm reels)	77	5	82	
Film Loops, 8mm.	114	1	115	
Prints	40	0	40	
Pamphlets and Catalogs	2,053	39	2,092	

*On July 1, 1972 the collection of slides in the Fine Arts Library was transferred administratively to the College of Fine Arts. At that date the General Library collection held 4,060 slides.

Appendix B

PROCESSING OF MATERIALS General Library

	<u>1970-71</u>	<u>1971-72</u>
New Titles Cataloged-----	20,295	20,604
Number of Titles Recataloged -----	2,133	2,119
Volumes Added:		
By purchase-----	22,283	16,776
By gift, exchange, deposit-----	5,313	9,347
By binding of periodicals-----	7,029	6,994
Totals	<u>34,625</u>	<u>33,117</u>
Number of New Serial Titles Added-----	1,605	568
Total Number of Serial Titles in the Checklist-----	20,697	21,265
Binding (in volumes):		
Commercial Bindery-		
Books-----	1,416	2,509
Periodicals-----	6,413	6,509
Theses-----	440	595
Totals	<u>8,269</u>	<u>9,613</u>
Home Bindery-		
"Z" Binding -----	1,013	1,008
Pamphlet Binding-----	2,200	1,743
Tying of Incomplete Volumes-----	1,580	869
Totals	<u>4,793</u>	<u>3,620</u>
Photographic Services:		
Negative Microfilm Frames-----	53,513	25,272
Prints (including reader-printer)-----	5,006	7,585
Microfilm-		
Positives from Negatives-----	200	196
Xerox Prints-----	671,087	96,498
Number of Transactions-----	1,691	1,094

Appendix C

USE OF LIBRARY RESOURCES - GENERAL LIBRARY

	<u>1970-71</u>	<u>1971-72</u>
Zimmerman Library:		
Loans for Home Use-----	186,445	185,749
Loans of Serials-----	19,425	27,685
Reserved Book Loans-----	42,817	39,932
Charges to Carrels-----	14,303	10,472
Number of Individuals Passing Exit Turnstiles-----	847,234	777,070
Interlibrary Loans (in items)		
Loaned-----	1,991	2,217
Borrowed-----	1,591	1,812
Total Transactions	<u>3,582</u>	<u>4,029</u>

Appendix C (continued)	<u>1970-71</u>	<u>1971-72</u>
Interlibrary Loans (continued)		
Photoprints Sent to Consortium Members-----	4,109	6,174
Photoprints Received from Consortium Members-----	2,382	2,092
Fine Arts Library		
Loans for Home Use-----	23,281	23,386
Reserved Book Loans-----	16,764	25,290
Loans of Records and Tapes-----	20,684	70,261
Loan of Slides-----	76,748	83,301
Number of Individuals Passing Exit Turnstiles--	110,386	135,143
Parish Memorial Library (Business and Administrative Sciences)		
Loans for Home Use-----	1,660	2,352
Reserved Book Loans-----	9,243	5,962
Number of Users (counted at exit)-----	68,564	79,905

Appendix D
EXPENDITURES

<u>The General Library</u>	<u>1970-71</u>	<u>1971-72</u>
Books and Other Materials:		
Departmental Fund-----	\$261,563.92	\$337,932.30
General Book Fund-----	35,444.89	(not budgeted)
Fine Arts Materials-----	5,030.21	4,866.38
Gallup Branch-----	3,446.34	3,627.94
*Latin American Book Fund-----	4,853.94	6,573.61
*Friends of the Libraries Book Fund-----	2,776.62	8,241.27
*Civil Engineering Research Facility Grant---	915.27	555.44
*Mathematics Grant-----	11,003.02	4,302.03
*Musgrave and Mawhinney Memorial Book Fund---	58.50	203.20
*French Gift Fund-----	114.69	3.80
*Public Science Policy & Adm. Grant-----	152.61	423.12
*Parish Memorial Library Fund-----	782.16	667.65
*Cassidy Memorial Fund-----	16.53	25.00
*Gulbenkian Fund-----	9,453.22	483.33
*Todd Walker Memorial Book Fund-----	--	38.31
*Mortar Board Gift Fund-----	--	243.55
*National Science Foundation Institutional Grant-----	--	9,825.59
*Consortium Grant-----	--	6,881.43
*Wilma Loy Shelton Memorial Fund-----	--	98.70
Totals	<u>\$351,436.67</u>	<u>\$384,992.65</u>
*Non-institutional funds		
Supplies and Expense-----	32,038.36	34,435.02
Equipment-----	5,042.48	5,276.15
Binding-----	41,532.76	42,985.14

Appendix D (continued)

	<u>1970-71</u>	<u>1971-72</u>
Salaries-----	\$498,399.54	\$605,836.24
Student Assistance-----	108,556.62	126,578.34**
Social Security, Retirement, Group Insurance, Travel, & Unemployment Insurance -----	<u>53,564.26</u>	<u>66,916.35</u>
Total Expenditures, General Library	\$1,090,570.69	\$1,130,802.25

**Includes Work-Study

Law Library

Books and Other Materials-----	\$52,909.61	\$73,639.19
Binding-----	(In Equipment)	(In Equipment)
Salaries-----	66,471.00	83,013.30
Student Assistance-----	10,795.09	18,621.39
Supplies and Expense-----	9,270.26	13,291.56
Equipment-----	4,891.33	4,357.57
Other-----	<u>---</u>	<u>3,859.46</u>
Totals	\$144,377.29	\$196,782.47

Medical Library

Books and Other Materials-----	\$ 51,500.00	\$ 55,192.39
Binding-----	8,500.00	8,326.51
Salaries-----	131,930.00	109,032.60
Student Assistance-----	(In Salaries)	(In Salaries)
Supplies and Expense-----	25,790.23	30,393.04
Equipment-----	2,599.95	6,426.98
Other-----	<u>8,226.02</u>	<u>10,847.85</u>
Totals	\$228,546.20	\$220,219.37

Total Expenditures for Libraries	\$1,463,454.18	\$1,547,804.09
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Percentage Distribution of Expenditures: All Libraries

	<u>Amount</u>	<u>Percent of Total</u>
Books, Periodicals, and Binding	\$569,493.45	36.8%
Salaries and Wages	943,081.87	60.9
Supplies, Expense, Equipment, etc.	<u>35,228.77</u>	<u>2.3</u>
	\$1,547,804.09	100.0

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1970/71

THE UNIVERSITY OF NEW MEXICO

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UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Report of the University Libraries

July 1, 1970 - June 30, 1971

September 1971 .

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THE UNIVERSITY OF CHICAGO

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THE UNIVERSITY OF CHICAGO

Report of the University Libraries

1.

July 1, 1970- June 30, 1971

This year we are making a change in the manner of presenting a record of the library activities for 1970-71. Each division and department head has written the report for his unit of the General Library. The material presented in the appendices has been kept in the same form as in previous reports.

During the year the librarians and other staff members have devoted themselves toward carrying out their service responsibilities in an excellent manner. While there were complaints and criticisms, there were also many who appreciated the services. Among the notes received was one from a June, 1971 Ph.D. recipient who wrote: "I want to take this opportunity to express my gratitude for the enormous help I have received from every employee of the Library while completing my doctorate at the University."

To make further improvements in library services we contracted with the management consultant firm of Booz, Allen, & Hamilton to conduct an organization and management survey. Dr. H. Lawrence Wilsey and Mr. Carl Burness of Chicago began the survey in April, 1971 and continued through the summer. Their report and recommendations are expected during the fall of 1971.

Because of a reduction in Federal grants the growth of the collections was not as large as the previous year. But, even so, there was a good 6.9% increase in the size of all libraries. The General Library collections contain a total of 1,104,295 items of which 565,232 are cataloged volumes. While there are some excellent collections the total size is much smaller than institutions of similar graduate programs. The number of volumes per student is less than half the average of 50 institutions which are members of the Association of Graduate Schools.

Use of the resources and services continued at a brisk pace throughout the year. In the three libraries comprising the General Library system the exit turnstiles recorded 1,026,184 users. There were 414,952 items loaned.

Additional details are given in the reports following. The Director wishes to express his thanks to library staff members, University faculty, administrators and staff, and other library friends who have contributed to make 1970-71 an interesting year.

--- David Otis Kelley
Director, General Library

September 1, 1971

The Readers' Services Division began the year with the roar of rushing water as the roof failed over the Social Science Department in August. Serious damage resulted to ceiling, carpets, and books. Service to readers was impaired for several months while repairs were made.

An experimental circulation policy was begun in January 1971 which in effect gives the same borrowing privileges to everyone. Books were checked out for an entire semester with the requirement that a requested book may be called in. An indefinite loan period replaced the two week loan and the renewal of books was abolished except at semester's end. A requested book could be called in after two weeks. Compared with the old two week loan period it was found that 20% more books were held until the end of the semester, but that the rate of unreturned materials increased only about 5 to 6%.

The number of books taken out by students did not show a significant increase during the year. However, the number of books charged out by the faculty decreased 51%. The total number of government publications taken out by all borrowers increased 13.2%. Organization of a separate government publications department appears to have improved service in that area.

Reserved book procedures have been streamlined and improved. The resulting statistics are interesting. 3220 books were placed on reserve at faculty request. 1132 titles were not read at all, 1173 were used fewer than six times, and 915 titles circulated six times or more.

The Library cooperates with other libraries throughout the world by means of interlibrary borrowing and lending. This year University of New Mexico readers borrowed 11% less books through the interlibrary loan service. However, other libraries borrowed 30% more books from us. There were 3582 interlibrary-loan transactions throughout the year. This compares with a total of 3297 transactions for the same period a year ago. A total of 173 requests were received on the Library teletype.

The number of readers entering Parish Library increased 118% during the year while the number of books circulated increased 119%. The addition of a new librarian to the staff has no doubt encouraged use of the Library. 5,200 scholars made use of the unique resources in the Special Collections Department during the year. This non-circulating research collection now includes over 20,000 books, 71,000 maps, 13,000 photographs and over a half mile of indexed archives.

Use of the Library by non-University personnel has been a noticeable problem during the year. The Library is widely used by

local industry, high school students, local libraries, and the general public. The situation was alleviated somewhat by conferences with using agencies and by cooperative agreements with local special libraries. The high school librarians have cooperated. If the situation worsens, it is possible that user identification may be required for entrance into the library if we are to perform our primary function of serving the University community.

Readers' Services Librarians organized a committee to cooperate with the University Orientation Office. The library committee members prepared the library portion of an orientation manual for issue to new students. Librarians wrote the script and narrated a slide-tape presentation to augment the manual. The Library will receive one copy of the material for Library use.

The Library has completed the first year of operation with bibliographers on the staff. We now have bibliographers in the humanities, science & engineering and Latin American studies. The bibliographers have made a study of the collection and have begun ordering books which will fill gaps in our collections. In addition studies were completed in the following areas:

1. Statistical reports on the book budget. The results were useful in designing the new acquisitions plan for FY 71-72.
2. In depth studies of the serials, continuations and standing order practices. The result was a new ordering plan which removes the financial burden of serial purchase from the academic department after the first year of subscription.
3. Liaison work with student and faculty groups. Communication has improved with student organizations. Faculty members are now more familiar with the new standing order plan.

The Special Library Assistant has completed a successful year of helping minority groups to use the Library. Bibliographies have been prepared listing ethnic study materials in the Library. All readers interested in the problems of minority groups have received assistance in their search for information. The inventory team began work in February. At the end of the fiscal year the inventory of monographs in the Science and Engineering Department has been completed. The team has begun work in the Social Science Department.

--- Norris K. Maxwell
Readers' Services Librarian

I. Staff Appointments, Resignations:

A. The new Circulation Librarian, Peter Starr, assumed his duties July 1.

B. Philip Silverstein, Circulation Clerk, resigned in February, moving out of state. This vacancy was not filled during the remainder of the year.

II. Special Project:

A. Flood damage to 3rd Floor: The Circulation Librarian and Circulation Assistant, with the help of several student assistants, priced damaged materials and wrote out order slips for insurance records during the first part of August.

III. Changes in Policies and Procedures:

A. Notices: Most typed post cards and other notices have been replaced with photocopies of charge cards, Reserve request cards, etc., Xeroxed with a heading strip containing the particular message required. The only post cards now sent are Reserve overdues, some search notices, and a very few save-fors.

B. Statistics: The Circulation and Reserved Book Room daily statistics forms were revised, eliminating the count by call number. In the new Circulation form, the previous category "Others" was deleted, and a much more detailed breakdown specified by type of charge. In particular, a distinction was made between "public" and "internal" charges.

C. Searches: The length of searching time was shortened from six months to six weeks, with one search being made each week. The interval between receipt and initial search was also shortened, and a new instruction sheet was made available in public areas. Notification procedures were improved. Unfound searches are referred on for consideration for replacement, and for withdrawal.

D. Reserved Book Room: A series of new procedures was initiated, which called for the use of cards for Reserve requests, rather than lists, and, while not requiring that full bibliographic information be provided, allowed incomplete or inaccurate requests to be held up until time should be available for the necessary processing. The regulations covering loan periods and fines were extended to faculty members. In May, Xeroxed notices were sent to all faculty members who had placed materials on Reserve for the Spring semester, asking them to indicate which items should be retained for the Summer session. As a guideline for the instructor, each notice was marked to indicate the number of times that item had circulated during the Spring, with the suggestion that those circulating 5 times or fewer be removed to the stacks for open circulation. It was found that of 3220 titles on Reserve (5068 copies), 1132 titles were not used at all, 1173 were used fewer than six times, and 915 titles circulated six times or more.

E. Experimental serials loan policies: In December the University Library Committee requested the Circulation Librarian to immediately institute a new policy whereby serials classified

in QA, QB, QC, and 510-539 would circulate for one week to any borrower, irrespective of date of issue. By mid-July more than 500 such charges had been counted. In January a proposal was approved which allowed the circulation of most other serials for one day. Serials had previously circulated for three days, to faculty and graduate students only, with recent issues not circulating at all. This had been the only class of material for which faculty members were liable for fines, although no fines had yet been assessed by January. Simultaneously with the inauguration of the one-day serials loan, it was decided to circulate all government documents not classified in either Dewey or LC for one week. These had previously circulated as books. In comparing student circulation of serials under this policy with the Fall 1970 circulation, it was found that students charged out approximately 66% more, increasing from 244 per week to 404 per week.

F. Experimental circulation policies: In January a proposed system was approved for the circulation of books that essentially extended "faculty privileges" to all classes of borrowers, while at the same time teeth were added to hopefully make these privileges work for faculty members themselves. An indefinite loan period replaced the two-week loan, and the renewal of books was abolished except at semester's end. A requested book could be called in, with fines being assessed after a definite time limit for return. Fines for unreturned call-ins, as for serials, were set at 50 cents per day, to a maximum of \$10.00 per item. Books not returned at the end of the semester (or end of the year, for faculty), would be billed for but not fined. A lost book bill would be sent after 20 days overdue, with the standard \$5.00 replacement charge abandoned in favor of the actual replacement cost, and the previous \$1.00 processing fee raised to \$5.00. Liability for all such assessments was extended to faculty members. It was found that about 20% more books were held out until the last several weeks of the semester than in the previous Spring, but that the rate of unreturned materials increased by only about 5%-6%.

--- Peter Starr
Circulation Librarian

During 1970-71 we borrowed 1591 items and loaned 1991 items. This made a total of 3582 items. There is quite a change in statistics compared with those of 1969-70. Since we borrowed 1764 items in 1969-70 and 1591 in 1970-71, the borrowing was 173 items less this year. The lending, however, really increased. In 1969-70, we loaned 1533 items and in 1970-71, we loaned 1991 items, making an increase of 458 items. Since we handled 3297 items in 1969-70 and 3582 items in 1970-71, the increase was 285 items.

Since we count volumes used for making free Xerox copies for Consortium library members, many statistics accumulate there. Many books are loaned also, of course. We loaned 794 items to various libraries in the Southwest Academic Library Consortium. New Mexico Tech. Library topped the list, receiving 151 items, with N.M. State Univ. and its branches receiving 138 items and Univ. of Texas, El Paso, receiving 120 items. Here is a list of the Consortium libraries which borrowed from us and the number of items each received:

1.	Abilene Christian College -----	17
2.	Albuquerque, U. of -----	18
3.	Amarillo College -----	2
4.	College of Santa Fe -----	5
5.	Eastern N.M.U. -----	67
6.	Hardin-Simmons U. -----	30
7.	Highlands U. -----	114
8.	Lubbock Christian College -----	4
9.	Midwestern U. -----	39
10.	N. M. Junior College -----	3
11.	N. M. Military Institute -----	1
12.	N. M. State U. & branches -----	138
13.	N. M. Tech. College -----	151
14.	Panhandle State College -----	6
15.	St. John's College -----	25
16.	South Plains College -----	8
17.	Texas Tech. U. -----	20
18.	Texas, U. of, El Paso -----	120
19.	Wayland Baptist College -----	1
20.	West Texas State U. -----	15

Total ---- 794

This year we have been getting many more requests from the New Mexico State Library which is calling on us for requests from many New Mexico libraries throughout the state. During this year we loaned 138 volumes to the New Mexico State Library.

We made more use of the TWX machine during the spring semester. We use it only when someone insists that he needs his material right away. The request is sent out immediately, but response from libraries has varied. Some have replied, by TWX, that the material has been sent. Some reply soon, by mail, that the

material was mailed. We sent 33 TWX messages to various libraries.

I was on sick leave for 6 weeks because of surgery. My surgery was done September 25, 1970, and I returned to work on a part-time basis on November 9, 1970. Amy Kwong, Assistant Science librarian, very capably handled the Interlibrary Loan work while I was gone, assisted by Elaine Martin, our student assistant. Elaine Martin left at the end of the spring semester and Karen Blatz has been helping since then.

--- Dorothy Wonsmos
Interlibrary Loan Librarian

INFORMATION CENTER

STATISTICS

Non-reference questions:	34,429
General reference questions	10,581
Search questions:	152

Percentages run about 20 percent higher for non-reference questions over the previous fiscal year and 10 percent for reference, but there was a drop in the count of search questions from 249 in 1969/70 to 152...perhaps due to the difficulty of identifying some search questions as such.

PERSONNEL

There was a complete changeover of personnel during the year. Miss Genevieve Porterfield, Information Center Librarian and valued Zimmerman Library staff member for 24 years, was obliged to retire as of October 1, 1970, because of failing health. Mrs. Dorothy Trester, Serials Librarian for three years, was appointed to the position. A clerical was hired in November, Mr. Terry Sewell, to assist Mrs. Trester and Mrs. Barbara Cox, Assistant Information Center Librarian. Three of the bibliographers, Mr. George Miller, Mr. Ken Olson, and Mrs. Ellen Brow, assisted in completing the coverage for the desk, with a rotating assignment of Readers' Services professional librarians on Sunday nights.

Mrs. Bess Knapp replaced Mrs. Cox in February 1971, when the latter transferred to Social Sciences as assistant librarian in that department. Mr. Sewell resigned at the end of the first semester in order to attend school full time, and was replaced in February 1971 by Mr. Peter Nuckolls. Another clerical position is scheduled for the Information Center beginning July 1971. Two students, Donald Porter and Grace Montoya, are assigned to the department. A third student position was not filled when the student holding it left, and because of absences, etc., we are sometimes short on hours.

ACTIVITIES OVERVIEW (condensed)

Considerable progress has been made in the correction and updating of Center files, particularly in relation to periodicals. All titles have been checked for verification of holdings, currency, and location, and very large shipments made to the bindery--the most recent beginning May 1971 and including 102 titles for commercial binding, 22 for Z-binding, and 46 for tie-binding. An informal inventory was made of all our Room 42C holdings. Library tours were conducted as requested, and indexing of the Albuquerque Journal on a daily basis continued. There is a steady demand on items in the Journal file.

SPACE AND SHELVING

New shelving has been requested for the main floor, as space is becoming a critical factor. Shifting of books is constantly

taking place, and a real problem occurs when a long run from Stack One is recataloged for shelving on the main floor. There is little room left for additional titles in Stack One, and storage (Room 42C and Hokona) are reaching capacity.

NEWSPAPERS

Papers are always a problem, but our new practice of shelving the sports section of several titles separately has helped keep the clutter considerably. A definite policy of buying microfilm along with any new titles ordered should be established, coupled with some continuing, specially funded program to microfilm our present newspaper holdings.

SPECIAL PROBLEM AREAS

Use (or over-use!) of library facilities by local high school students has been a real problem. This has resulted from high school libraries being closed at critical times (as during midwinter holidays), their insufficient holdings, and from deliberate direction to UNM libraries by high school teachers. Valuable staff time has been consumed by "ABC" directions necessary for these students, and many materials have been in use by them while there was demand from our own students. The situation was alleviated somewhat by direct contact with school librarians and through the Albuquerque Public School library coordinator. It is conceivable that some sort of user identification and restriction of library use might be necessary in the future.

PROFESSIONAL ACTIVITIES

The Information Center Assistant Librarian, Mrs. Knapp, took a course in Spanish the second semester of the year, and Mrs. Trester is serving as chairman of the NMLA activities and on the Zimmerman Library staff Faculty Enrichment Committee.

--- Dorothy W. Trester
Information Center Librarian

I. STATISTICS OF REFERENCE QUESTIONS ASKED DURING 1970-71

	Directional and Simple Reference Questions	More Detailed Reference Questions
July	944	415
August	252	98
September	1062	562
October	1513	710
November	1493	611
December	1159	427
January	1415	429
February	1592	488
March	1589	672
April	1697	683
May	2123	858
June	<u>728</u>	<u>421</u>
Total	15,567	6,374

Grand total of all questions recorded: 21,941

From October 1970 to June 30, 1971 we recorded 2,174 assists to patrons using microform machines.

OTHER ACTIVITIES AND HAPPENINGSII. BOOK COLLECTION EXPANSION

We ordered reference books and developed our collection in certain weak areas such as Drama and Cinematic materials. We continued to strengthen our Poetry, E.G.L.I., Biography, Short Story, and Play indexes by ordering numerous reprint titles. We also ordered many bibliographies on creative writers and a number of items listed in Winchell's which we did not have.

III. STAFF MANUAL FOR THE HUMANITIES DEPARTMENT

In March 1971 we finally completed writing a thoroughly revised and enlarged edition of our Humanities Staff Manual. It describes not only the function and duties of the department's entire personnel but also gives details about our indexes, files, bibliographies, and microforms as well as numerous points of information concerning other tools and operations of the Department.

IV. INVENTORIES: MICROFILM AND REFERENCE BOOKS

At the request of Mr. Maxwell, an inventory of the New Mexico newspapers on microfilm was taken during the weeks of July 12 and 19th and a revised list of items was submitted to him on August 3, 1970. In December of 1970 an inventory of our Reference works was completed and another one started in June 1971. After a thorough search a few missing items were ordered.

V. LOBO NEWSPAPER ARTICLES

Early in November we submitted an article called "Invitation

to Use Library Reference Services" which was published in the Lobo. They edited the article with resultant misquotes and omissions but nevertheless the publication still focused a favorable light on the library and its reference services.

On February 24th the Lobo published an article entitled "Zimmerman Library Salutes Karl Jaspers". The article described the Humanities Department's two year old program of book displays "celebrating renowned authors' birthdays and familiarizing student with their works..."

VI. BOOK DISPLAYS ON THE SECOND FLOOR

In October Miss Quintana and Mrs. Brow set up a very attractive book display called "El Dia De La Raza" in honor of Christopher Columbus' birthday. In February Miss Quintana originated a display in recognition and celebration of "Negro History Week, February 7-14th."

From July 1970 through June 1971 we honored the following authors with displays of their works: Henry David Thoreau, Ernest Hemingway, Hart Crane, Herman Melville, Paul Tillich, Jorge Luis Borge, William Carlos Williams, William Faulkner, Thomas Wolfe, Dylan Thomas, Albert Camus, Dostoevski, Samuel Clemens, Jonathan Swift, Gustave Flaubert, George Santayana, Noel Coward, Carl Sandburg, Langston Hughes, Stephen Spender, Karl Jaspers, Nicolas Berdiaev, Stéphane Mallarmé, Thomas Hobbes, Thomas Jefferson, David Hume, Soren Kierkegaard, Arthur Snitzler, Alexander Pope, Garcia Lorca, and Luigi Pirandello.

We intend to continue with our book displays since they seem to be much appreciated by our patrons.

VII. SHIFTING OF BOOKS

Earlier this academic year we completed a final shift in stacks 3, 4, and 5 (owing to reclassification space gaps) and donated a sizeable amount of space to the Social Science Department for temporary storage of part of their U.S. Serial Set. We also shifted all the books on the east wall of the 2nd floor to prepare for the expansion project this summer.

VIII. NEW DEPARTMENTAL-MADE INDEXES

A main-entry Index was made for all the microfilm belonging to the Humanities Department as well as one for Library Science micro-card works which we house.

IX. CHAUCEER SOCIETY PUBLICATIONS

On February 16th we received two large new boxes of Chaucer Society Publications on microfiche. Accordingly we arranged the items alphabetically by author in accordance with the listing published in New Titles in Series.

X. ANNUAL EQUIPMENT REQUESTS FOR 1971-1972

On February 19th we submitted an equipment request for 3 microform cabinets, 1 microprint viewer, 1 typewriter, 1 executive chair, and 1 wardrobe closet.

XI. LIBRARY COMMITTEE'S MEMO DATED MARCH 31, 1971

In April we received a memo (purporting to be a reflection of the commentaries made at a public hearing) from N. E. Vanderborgh, chairman of the Library Committee which was distributed to all faculty members. In the memo was a statement to which I took exception, namely, "Library staff lacks competence to maximize efficiency." This statement apparently was not made at the hearing according to Mr. Kelley and others who attended the meeting. Accordingly, after consulting with Mr. Kelley about my intention, I sent a letter, dated April 23, 1971, to the Faculty exposing the inaccuracy of the report contained in Mr. Vanderborgh's memo of March 31, 1971.

XII. PERSONNEL

Miss Linda Lewis, Assistant Humanities Librarian and Miss Odelia Johnson, Humanities Clerk are to be commended for their excellent work, cooperation, and initiative during the past year. Our student assistants have also done a very good job. It is a pleasure to have a staff that works well and conscientiously.

- -- Magnus Homestead
Humanities Librarian

SCIENCE AND ENGINEERING DEPARTMENT

General - Both day to day observations and the statistics indicate that the level of activity in the Department has continued to increase from previous years. Only in the number of orientation lectures has there been a decrease. The reason for the latter is not obvious but probably includes the fact that the Department was not manned at full strength with professionally trained people for a substantial portion of the year.

The collection continues to grow and has necessitated a general shift in the Library of Congress portion to adjust for localized crowding. Contributing to the local crowding problem has been the reclassification of some periodical titles which have had a long run. These runs require as many as four verticle sections (28 shelves) which usually is not available without considerable shifting. In addition, the reclassification leaves a substantial gap in the Dewey section which eventually has to be filled, again introducing a substantial shifting operation. Because of these factors, it is difficult to obtain any estimate of the amount of shelving space remaining or the rate at which space is being used up. Therefore, it is planned to make an inventory of open shelves at the end of the summer semester when the collection is relatively dormant and complete. This information can be used in planning future operations, particularly in connection with a separate Science and Engineering Library.

Other efforts in connection with a separate library have included the preparation of catalog cards for a separate catalog. Technical Services is preparing a packet of four cards for each L.C. title concerned and the Department is typing on the title and subject headings, using student labor under the supervision of the Librarian. The Librarian has also participated in discussions concerning growth with the Subcommittee on Growth of the Faculty Library Committee and with the Library Committee of the College of Engineering.

Coordination with other libraries was enhanced during the year by discussions with representatives of the Sandia Corp. library concerning common items in each collection and clarification and simplification of borrowing procedures. The Librarian also visited with the Civil Engineering Test Facility to discuss library operations and ways that their operation might be improved.

During the Fall semester, the Assistant Science and Engineering Librarian prepared short bibliographies for several undergraduate honors courses. This was done on an experimental basis and on our own initiative. The results were inconclusive and only two of the professors involved responded. No further work along these lines has been attempted because the Assistant position has been vacant for several months and the work load on the Librarian does not permit it.

The Librarian filled the position of Administrative Assistant to the Director as a part time and extra responsibility during the year.

This was an effort to relieve the Director of a portion of the multitude of administrative details he was enveloped with. He also served on the Ad Hoc Advisory Committee on the Library Consultation and has assisted the Consultant in obtaining data concerning the Library. He analyzed and plotted data obtained from head count statistics to be used for manning of the Library and meeting user requirements for hours of operation. He also served on a committee to prepare material for an orientation manual and aural-slide presentation concerning the General Library to be used by the Office of Student Orientation and Advisement. Prior to that he prepared a script to be used by the Friends of the UNM Libraries in informing citizens about the libraries and the Friends organization.

Department statistics for the year are compared to previous years in the table below:

	<u>67/68</u>	<u>68/69</u>	<u>69/70</u>	<u>70/71</u>
Reference activity	2175	2279	3031	4327
Searches	75	94	117	148
Library orientations	12	13	15	6

Personnel - Mrs. Amy Young assumed the duties of the Assistant Science and Engineering Librarian in September but terminated in January to join her husband in New York.

Mrs. Lackmann continues to be an efficient and steady worker who has gained considerable knowledge on the job. Susan Brown, Dave Bridewell and Paul Krautz were added to the student assistant staff during the year. Jim Varnum and Tom Morse terminated because they left school. Jim Lawless transferred to the Circulation department. Larry Morse, Bill Delicate and John Goddard were holdovers.

- - - Frank O'Brien
Science & Engineering
Librarian

The Social Science Department continues to serve the faculty, students, staff and visitors by

- 1) providing reference service
- 2) facilitating the use of the collection by guidance and instruction
- 3) selecting materials
- 4) assisting faculty in their selection

SIGNIFICANT DEVELOPMENTS

Government Publications

Considering a survey which we made of seven Regional Depositories in the West, the library administration approved the moving of the Government Publications Section from the Technical Services Division to the Social Science Department. The move was made on February 1, 1971. U.S. publications are being classified in Sudocs and the Government Publications staff assist with service to users. Some problems have arisen as might be expected, but is now certain that far better service can be rendered.

ERIC

A very significant collection of material in the Social Science Department is that produced by ERIC. Zimmerman has subscribed to the indexes and received the microfiche reports since they began in 1966. The number of reports now exceeds 60,000. There were 24,147 reports added in 1970.

Another ERIC product in our department, Current Index to Journals in Education, was expanded in 1970 to cover 550 journals. CIJE now provides indexing and annotations for over 18,000 articles. Accelerated use of the ERIC is being generated by computer printouts of CIJE and ERIC reports provided by the College of Education and the Computer Center.

Weeding of Reference Books

As time permits Social Science reference books classified in Dewey are being examined. Some are being reclassified for reference and a few withdrawn.

Personnel

Mrs. Claire Pennington completed her first year as Social Science Clerk. Mrs. Sally Florian left in January to teach with her husband in Carrizozo. She was replaced by Mrs. Barbara Cox who transferred from Information Center. Miss Marcia Duncan, Government Publication Cataloger and Mrs. Sue Peattie, Library Assistant, joined the department on February 1. Mrs. Miriam Woodward joined the Government Publications Section as library clerk in February. Rex Hopson is beginning his fifth year as Social Science Librarian.

Bibliographer - The greatest need for our rapidly expanding department is for a bibliographer. At present the responsibility for bibliographic work rests on two librarians who are already sufficiently challenged with reference, administrative work, and other assigned tasks. They are spread too thin and unless some relief is provided problems in other areas are bound to crop up in greater number. Regular part time help from other bibliographers might provide a temporary solution.

Parish - Patrons are frustrated by our failure to logically divide business related books between Zimmerman and Parish. I feel that Parish should be abolished or that we should send materials there by LC categories and make it more independent like Fine Arts.

Journals - Our experimental circulation of journals continues to frustrate many persons. This system is convenient for the 1 or 2 persons who get to check out a particular issue over the period of a week but is grossly unfair to the patrons who would like to use the issue while it is out or is waiting to be processed and reshelfed. We make it very convenient for a lucky few but are further antagonizing many because they cannot locate journals.

I recommend we establish a closed area in Social Science for frequently used education journals. Also I recommend that we purchase a second subscription of the twenty most used journals in education for binding. Several journals have not been bound since we started open stacks because of missing issues.

ERIC - Additional help is needed to provide adequate service for ERIC patrons. More time is needed to study the system, help the patrons locate materials, promote it among faculty, staff and students and to care for and maintain the collection. These problems are mounting each year. More staff time is also needed for the HRAF materials.

Reader-Printer - The department was asked to assume responsibility for all microfilm, microfiche printing but no additional help was provided. About 50 hours are required each month for the job. The services of a full-time adult are needed for this responsibility.

Searching - Our services are seriously handicapped because searching takes so long and the staff does not always follow up with a report to the requestor. It seems to me that in an open stack library, fast, efficient searching is essential.

I believe attention to the following will reap benefits in goodwill among our patrons and we can take pride in a job well done.

--- Rex C. Hopson
Social Science Librarian

This department is both a collection of special types of materials as maps, multimedia and archives, and, of library materials of uncommon value as rare books, New Mexicana, and the personal books of Senator Anderson. Accordingly, Special Collections is spread over six locations: Anderson Room or Western Americana, - the best furnished room in the library and an inviting center for study; stack nine of the tower has the shelved archives and it is locked and served only through stack four and Coronado room; - and appears as a warehouse; Coronado room preserves the physical appearance of the old library with its Spanish and Indian cultural furnishings and books and pamphlets and serials and incites users to explore New Mexico; the map rooms are functionally designed for individual and group use; the Thomas Bell Room is temperature controlled and provides a minimum protection for its treasures from 1509-1971 and is conducive of serious study; the vault, a maximum security spot is not open to the public and is without any special protection for its special materials.

So the widely different areas during this report year were visited by more than 5,200 registered persons. They found the 20,000 books and serials, the 71,000 maps, the half mile of archives, the 13,000 photos a practical and unique resource for the cultural, political, social and economic study of today.

More than half of the time of the staff is directed toward helping persons use the New Mexico and map collections. Time is also given to adding the 6,864 classified items during the year as well as many unidentified items.

Unusual events for the year were: continuance of transcribing the Pioneer Foundation tapes by Mrs. Blumenthal, Anderson Room clerk; providing inventories for the 284 archive collections (all but eight have been prepared); establishing a UNM Press collection in the Coronado room; classifying all maps into one system and adding postal forest maps for U.S. and topographical maps for Arizona, Colorado; surveying the Thomas Bell room for volumes badly in need of restoration of which there are 380; and permitting more than 4500 pages of materials to be Xeroxed.

Operations with such limited funds and staff indicates to me that the policy of having only one rare book room in the University should be administered - ie., bring all such items to one place, rather than scattered in branch libraries as at present. Also, to effectively indicate to users the tremendous New Mexico holding, to within three years provide much larger space for bringing all New Mexico materials in the library into one physical location.

STATISTICAL SUMMARIES

Users:

5200 registered persons

monthly average was 430 (low was 187, high was 656,
Median was 500)

Highest day use was 61

60% were undergraduates; 30% were graduates; 8% were visitors;
and 2% were staff.

Types of materials used:

N. Mexicana - 30%; maps - 20%; browse - 12%; rare books 12%.

Additions: 6864 classified items

Holdings as of June 30, 1971:

Anderson room - 3009 (added 265 books)

archives - 1/2 mile shelved materials plus 12,960 photos

Coronado Room - 5326 (added 774 books)

Map rooms - 71069 (added 1676 maps-)

Thomas Bell - 9587 (added 308 books, mainly T & D)

Vault - 2021 (added 122, mainly neg. microfilm)

--- G. Martin Ruoss
Special Collections
Librarian

The outstanding event of the year was the construction of an addition to the Fine Arts Center, which included shelving space, an enlarged area for the Slide Room, and some remodeling of existing space to provide a storage area, more charging desk work space, and reserve shelving. The changes at the desk have made working conditions more pleasurable and increased efficiency. Students have expressed appreciation of the new, carpeted reading area, which is much more quiet than the main reading room. The stretching out from cramped quarters has also enabled us to make better use of space to provide more useful current periodical shelving and a special area for reference. This last is particularly important to the intense use of music reference materials by students of a music bibliography course given at least once each year.

The move into the new Slide Room was marred by the death a few weeks before of Miss Clara Grotta, a long-time University employee who had been Slide Curator. Her work is being carried on by Miss Pamela Seigal.

Another outstanding event was the visit from Mr. Robert B. Carneal, Chief Engineer of the Recording Laboratory of the Library of Congress. Mr. Carneal spent three days studying our Listening Center operation and equipment and prepared a useful report on immediate and long-term goals for improvement and expansion of the system with the object of giving better service to more students in the space available. His recommendations are eminently practical and, hopefully, realizable in the course of time. It was gratifying to note that, considering the initial cost of the system and the rise in prices during the eight years it has been in constant operation, his suggestions are comparatively inexpensive.

As the College of Fine Arts continues to be the fastest growing college of the University, we feel somewhat like the Red Queen in Alice in Wonderland, who ran frantically to stay in the same place. The number of library users has increased by 16.5%. The use of books decreased, primarily because the new all-semester loan period reduced the potential number of loans of the most-used books, and because of changes in faculty patterns of reserve requests. A drop in book use was counterbalanced by considerable increases in the use of records and slides, 9.8% and 8.9% respectively. The 8.9% increase of slide use may seem too small to justify complaints of under-staffing, but when the 8.9% is an addition to a circulation of 70,484 in 1969/70, the figure becomes significant. A startling figure which has not increased the work load is the 207.7% increase in estimated classroom listening to 56,410. This statistic is a count of the number of students enrolled for a course requiring classroom listening and the number of times the class meets per semester, plus special assigned group listening sessions.

In an attempt to meet the increased demands on the Listening Service, a change in weekend hours was made from Saturday morning to Sunday afternoon, a time which is more convenient for students.

This proved to be worth while. We wish to consider opening on both Saturday and Sunday afternoons next year, and, if we can obtain the necessary equipment, to add morning hours as well.

Special projects in the music area have been the beginning of taping our collection of 78 rpm phonodiscs, which are beginning to deteriorate, and the building of a collection of classical guitar scores, which has been aided by a gift of \$150 from the Albuquerque Classical Guitar and Vilhuela Foundation, Inc.

An outstanding gift was a collection of eighteenth and nineteenth century sheet music and song books from Mr. Bruce Ellis of Santa Fe. These will be of use not only to the Music Department who are hoping to develop research programs making use of the collection, but to the Art Department, since many of the music covers are illustrated with lithographs. Another outstanding gift, to be the first of several, was that of 327 piano scores from Mrs. Isabel Cummings and Mrs. H. M. Schloming, formerly a concert pianist.

The most important development in the Slide Room was that in spite of a heavy purchasing and photographing schedule and increasingly great use of the service, we have been able to reverse the ever-growing backlog in processing: in the six-month period since January, 3,505 slides were added but the total number of current slides awaiting cataloging was reduced by 1,076. The addition of one full-time clerk on a temporary basis in the spring and assignment of additional student assistance helped with this.

With the beginning of a new year, we look forward to increases in activity as the trend to greater student interest in the fine arts continues. Miss Nancy Jane Sample, Assistant Fine Arts Librarian, whose work was primarily in music, left to get married, but Mr. James B. Wright will replace her in September.

--- Ellen F. Bellingham
Fine Arts Librarian

PARISH MEMORIAL LIBRARY

The most important accomplishment of the Parish Memorial Library staff this year has been to increase the services offered to students and faculty. This increased service has resulted in a tremendous increase in use. In general, the transferring of certain materials from Zimmerman to Parish, the systematic acquisition of new materials and the acquisition by purchase or transfer of equipment needed to facilitate use of the material have been the primary reasons for the greater use.

Transfer of materials, primarily reference sources, from Zimmerman to Parish has greatly enhanced the usefulness of this branch library. Reference books of prime importance to business students were transferred then "publicized" by numerous orientation sessions. Other items transferred, such as The Wall Street Journal on microfilm and all corporation annual reports, increased the ability of the staff to provide more information to the users. A detailed index to the corporation annual reports showing name changes, mergers and acquisitions has improved the accessibility of the reports to all involved with them.

New acquisitions, especially reference materials, have certainly increased the usefulness of Parish Memorial Library to the students and faculty. Most of the new reference materials have been loose-leaf financial and business services and specialized handbooks and directories. Many of these items could not have been purchased except for the Parish Memorial Fund. New books for general circulation were selected very carefully this year in order to acquire those items most needed to fill in gaps in the business collection. Displays of dust jackets for new books have brought a gratifying response in the number of books circulated. A selected group of general business serials were subscribed to for Parish Memorial Library. Having these publications has increased the number of persons coming to the Library for current reading matter.

New equipment to facilitate the use of material has been quite important. Microfilm and microfiche readers were, of course, obtained for reading The Wall Street Journal and the corporation annual reports. A Singer-Friden electronic calculator was purchased through the School of Business and Administrative Sciences for use in the Library. The calculator is so popular that students wait in line to use it!

Statistics for the year make it obvious that Parish Memorial Library is becoming the type of branch facility that is most desirable. The only figure that did not increase considerably during the year was reserve circulation (increase of 1% for the year). Regular two-week circulation showed a large increase this year over fiscal 1969-70 (119% increase). The door count (same as a turnstile count) was also up considerably over the previous year (118% increase).

The staff at Parish Memorial Library has been very pleased with the great increase in the use of the facility and its services. Without the cooperation and assistance from the faculty of the School of Business and Administrative Sciences and the tremendous amount of help and guidance from so many at Zimmerman Library much of the work undertaken would not have been possible. It is hoped that next year will be just as exciting and good as this year and maybe even better.

- - - Mrs. Neosha Mackey
Business Administration
Librarian

This first year has been one of exploration for the Humanities Bibliographer: to determine how most effectively to function in this new position.

I. General Duties

Special tasks have been performed by the Humanities Bibliographer, often in cooperation with the other bibliographers and departmental heads in the Library, and many times in liaison with the academic departmental book approvers. Most of these tasks have never previously been possible.

1. A statistical report on the book budget was prepared by the bibliographers with recommendations covering (a) the size of the budget, (b) and priorities in the acquisition policy. These recommendations were accepted by the Library Committee and approved by the Director and Academic Vice-President.
2. Special in-depth studies were prepared on: (a) the Serials and Continuations and Standing Order funds; (b) the distribution of departmental ordering patterns in the areas of current and retrospective domestic buying and over-all foreign buying; and (c) the distribution of departmental ordering patterns in the areas of current and retrospective foreign buying.
3. In collaboration with the Acquisition Librarian a progress report was issued on a special project for the Southwest Academic Library Consortium. The project involved measurement of the size of library holdings by subject throughout the Southwest. The Zimmerman Library portion was completed. The final results of this project will be published.
4. Drafts for all federal grant applications were supplied.
5. A special report on the activities of the bibliographers was coordinated and delivered orally to the Library Committee by the Humanities Bibliographer.
6. Liaison work with ASUNM and GSA was initiated and maintained throughout the year.
7. Major serial purchases were initiated, most noteworthy of which was Bibliographie der Fremdsprachigen Zeitschriftenliteratur, v. 1-22; n. s. v. 1-25 (1911-1942/43; n. s. v. 30-45 (1949-1957.)) We now have a complete set of this valuable international periodical index.

II. Library Faculty Council

A year ago last fall the Humanities Bibliographer was elected by the Library Faculty Council as a representative of the Readers' Services Division.

In addition, this year the Council asked him to serve as Secretary. This he has done, issuing detailed minutes for each meeting to the entire Library Faculty and establishing a Council archive.

He also proposed, coordinated and conducted a Library Faculty seminar-retreat on the role of the Library Faculty within the Library and outside the Library.

III. Book ordering

With the Special and Federal funds and other specialized funds at the disposal of the bibliographers this year, the Humanities Bibliographer submitted \$11,541.31 worth of orders and searched \$12,063.32 worth for his desiderate file.

IV. Art and Exhibits Committee

The Library Faculty Council set up a new ad hoc Art and Exhibits Committee and appointed the Humanities Bibliographer as chairman. The first art show, "People in Vietnam" by Glynn Gómez, produced many favorable comments from both students and faculty.

A student-originated drive resulted in the purchase of a large mural from this show for the Library's permanent collection.

V. Reference Duties

One-fifth of the Humanities Bibliographer's schedule was devoted to duty at the Information Center -- for most of the year on Saturdays.

VI. Consultation Work

The Humanities Librarian was always consulted on decisions regarding reference purchases and back-up material for indexes.

The Humanities Bibliographer assisted the Technical Services staff with: (a) new subscription referrals; (b) searching and ordering replacements; and (c) filling gaps in monographic and periodical series.

VII. Liaison with Departmental Book Approvers

The Humanities Bibliographer has met with the departmental book approvers on many occasions throughout the year in an attempt to establish good working relationships and also to improve faculty book-selection techniques.

The liaison paid off particularly well in the unanimous support marshalled for the new Approval Plan from the Humanities departments. The special studies which the Humanities Bibliographer had worked on were quite effective in crystalizing this support.

VIII. Consultants

As a member of last year's Ad Hoc Library Study Subcommittee of the Faculty Policy Committee and of the Vice-President's Committee to Select a Library Consultant, the Humanities Bibliographer early recognized the paramount need of working closely with the consultants in their survey. As a result, he has supplied Mr. Burness with a great deal of printed background material and has had several meetings with him.

--- George B. Miller, Jr.
Humanities Bibliographer

Gulbenkian Grant

The best news of 1970-71 was the Gulbenkian Foundation's gift of \$10,000 for Luso-Brazilian purchases. Prof. Jack Tomlins also received a Gulbenkian grant for study in Portugal, and was able to select titles for the library. The dealers notified us of the titles he selected and we prepared firm orders for those which we did not already have. The procedure worked very smoothly and resulted in neatly spending almost all of the \$10,000 within several months. A small amount remains because we are waiting for the reprint of some issues of the Revista do Instituto Historico e Geografico Brasileiro.

Reference work

This was the first year in the new bibliographers' offices on the first floor. The number of reference questions which I was asked increased noticeably. There are many "expediter" or "ombudsman" type questions--i.e., helping the patron to solve a functional problem rather than an informational problem. I also find that students and faculty who are studying Latin America may, after asking me questions about Latin America, then ask non-Hispanic questions. "To refer or not to refer" is then the question and just about every situation is unique. In any case, I try to stick with the patron, introduce him to the other librarian, and find out if I'm referring him to someone who really is able to answer his question, before I abandon him.

In February, I prepared a list of general Spanish language journals for Prof. Sackett, who unfortunately is leaving UNM for USC this summer. At the end of May the selected list of Latin American journals at UNM prepared by Joe Holmes (a graduate student on loan from the Department of Inter-American Affairs) and myself was finally put in mimeographed form. I also prepared lists of journals and newspapers we need for Prof. Nason and Prof. Lieuen, but with no positive results unfortunately.

Acquisitions

Most of the orders which I prepared were for non-Latin American funds and were done in conjunction with other departments such as Art. Summing up, the year was a disaster for Latin American material. The coming year will probably be even worse unless money for the purchase of current Hispanic material other than language and literature is found.

A number of lists were searched with an eye to evaluating the collection (a total of more than 9,000 titles). In summary it can be said that we have an adequate undergraduate collection, but an inadequate graduate collection. IF THE LATIN AMERICAN GRADUATE STUDIES PROGRAM IS TO RETAIN ITS NATIONAL STANDING, ADDITIONAL FUNDS MUST BE SOUGHT FOR LIBRARY MATERIAL IN THAT AREA.

Conferences attended

In December, I attended the annual conference of the American

Association of Teachers of Spanish and Portuguese in San Francisco; in February, the meeting of representatives of the Border-State University Consortium for Latin America in Tucson; and in April, the NMLA meeting in Roswell. Unfortunately, I was unable to attend the SALALM conference in Puebla, Mexico, as planned, because of illness. During April, 1971, I was able to finally see the first three volumes of El Grito del Norte (Española, N.M.) filmed. Zimmerman Library received a gift copy of this film (\$25 value). This project is more or less SALALM sponsored.

Special Accomplishments

I spent considerable time working with the Humanities and Science Bibliographer and many other librarians who contributed, on a report to the Subcommittee on Finance of the Faculty Library Committee. The report came from the whole professional staff of the library and recommended basic changes in our budgeting procedures in order to implement and clarify long standing priorities. After many months of cliff-hanging, the report was adopted by the Faculty Library Committee.

Things not done.

We do not yet have a subscription to LC proofs to use for book selection purposes and as a check on the approval plan, in spite of the fact that it would increase our output and save hundreds of man hours of order preparation time. We have not yet convinced the Cataloging Department that in order to maintain any sort of adequate bibliographical control, temporary entry cards need to be put in the public catalog when a set of cards is pulled for some reason. There has not been enough time this year to publish the Iber-American Acquisitions list but I hope to renew it in September.

Statistics

Monographs ordered	764
Serials ordered	49
Funny pile serials	51
standing orders	2
Funds encumbered:	
Latin America	\$2,394.88
Special	1,072.89
Federal	910.28
Area Center	1,018.72
Gulbenkian	9,596.66
Fine Arts - Art	420.19
Friends	29.50
Gallup	153.31
Modern Languages	4.35
Anthropology	30.00
Educ. Foundations	6.83
Total	<u>\$13,637.61</u>

Hours worked at reference desks 158

Reference questions answered
(apart from those answered
while working at ref. desks)

Patrons 347

Staff 141

Notable acquisitions: Bulletin hispanique, vols. 1-36 (1899-1939)

--- Mrs. Ellen Brow
Latin American Bibliographer

1. Ordering. Records kept in this office during the past fiscal year to show ordering initiated by the bibliographer were in six funds: library books, federal, special, Gallup, Musgrave Memorial, and Friends. The totals are 637 (plus) titles, at a total list price expenditure of \$10,157, which compares with \$13,412, a figure representing a beginning prorated portion of the dollars at the disposal of librarians. This was 76%, whereas the same portion of the present free balance for these categories shows an over-expenditure of \$1647.

Records were not kept to show the number of titles or the dollars spent by the departments to which notices were sent.

2. Appraisal and surveillance. Surveillance of the very large field of science is the predominating effort. Procedures followed in this process were recorded in some detail in an appendage to the January report, and provide background to item 5, this report.

Comparison checks were performed upon two lists from the "Xerox" college library program." NMU had 83% of 351 titles listed in an "opening day collection", and 70% of 1096 titles listed in an "enrichment collection." These lists were compiled from Choice, which has been checked, systematically one year behind current, thru June of 1970. Record is kept of these checks, as also of checking of reviews in issues of Science. Also we lack 25% of the titles covered by Applied science and technology index.

A survey of the science titles appearing in twelve consecutive issues of American book publishing record was reported last August, which indicated that in this population (of titles), \$62,000 would purchase all science monographs in the domestic market in a year.

3. Liaison and referral. Personal contacts were made at various times with all departments except Psychology. A pattern of referral was developed in which new serial announcements and titles selected from American book publishing record are regularly sent to department representatives.

4. Bibliographic services. Various searches and services were performed for individuals and departments, but the list is not long. Thinking, planning, and effort has been directed toward designing records and procedures such as to anticipate, if possible, the demands that might reasonably be made, in order to be of service to the greatest number of library users.

5. Desiderata files, and a serials data bank. February and April reports made mention of desiderata items and lists, and the January report was accompanied by some description. Most of the data in these files is compiled from library sources; it is then used by the bibliographer as the basis of communication with University and Library faculty in the interests of acquisition and of bibliographic knowledge and service. Systematic collection and ready access to this data, particularly with regard to serials, constitutes a major and continuing challenge.

In the February report it was stated that "progress is being made toward serial records which will yield more and better information..."

Now it can be reported that a machine system for recording serials data has been devised and is operational, which answers to a number of information needs. Facilities and active cooperation of the University Computer Center have made this possible. The records are designed to accomodate broad potential responsibility, and can be updated with reasonable frequency at reasonable cost.

6. Appreciation is in order, for good student assistants, for helpful and cooperative colleagues, for gracious and understanding administrators, and a general humanitarian climate of a high order. This has been a good year.

---Kenneth D. Olson
Science & Engineering
Bibliographer

ETHNIC STUDIES

Collection Building

One of the first and most important concerns of the directors of the ethnic studies centers was the extent of our collection on minorities. This year we searched over 30 important bibliographies in ethnic studies. From this a desiderata file was started which now runs to approximately \$7,000. From time to time items were recommended for purchase. Out of about \$3,000 which I considered essential purchases, only about \$1,000 were actually ordered. This phase of my work was most frustrating. The need for more materials, both current and retrospective is tremendous; but the desire to spend the necessary money to buy these is not in the hearts of those who have the money. Only the following departments took my recommendations seriously and made some orders: Educational Foundations, Educational Administration, English, History, Political Science, and the library-- with library funds--also made some purchases.

Bibliographic

From the 30 bibliographies searched, card bibliographies were started for Chicanos, Blacks, Native Americans, and minorities in general. There are approximately 791 items in the Chicano bibliography; 1123 in the Blacks; 668 for Native Americans; and 127 for Minorities. The bibliography for Chicanos includes 'everything' possibly related to Chicano studies; by contrast, the items in the Native American bibliography are selected. Items in all of these include serial articles. Partial indexing has been started of publications such as EL GRITO, NAVAJO TIMES, BLACK PANTHER newspaper, OPPORTUNITY, INDIAN HISTORIAN, and some of the Chicano newspapers we have started subscribing to. Some of these are not indexed anywhere else.

In addition to the card bibliographies, 19 mimeographed bibliographies were compiled by our staff as follows: La Raza in the 20th Century for El día de la Raza, La Raza at UNM, Black Africa at UNM, the Afro American at UNM, Naaltsoos (books,) Naaltsoos Áłchíní (children's books), La Raza at UNM ---Education, La Raza at UNM---Social Implications, Blackness in America, Black History, Zaad tani Binaaltsos (American Indian authors), Black literature, Minorities in Education, For Black Children---a bibliography, Navajo Twins---a bibliography, Angela Davis---a bibliography, Navajo Long Walk---a bibliography. A list which received a great deal of praise from instructors was "New Titles and Additions" which we compiled periodically throughout the year of new books.

Displays

Two displays were sponsored and organized in the library by our staff. The first was for El día de la Raza and the other was for Black history week. Posters were made for National Library week and displayed at the three ethnic studies centers.

Ethnic Studies Programs

Copies of all mimeographed bibliographies were distributed at the centers. At least 14 classes were visited this year, where 10 to 40 minute 'talks' about the library were given. About 11 meetings concerned with ethnic studies were attended, two were out of state. A table with bibliographies and information about the library was manned during registration second semester. I organized a check-out system for the book collection in the Black Studies Center. Numerous tours of the library were conducted, mostly to individuals in the classes I had spoken to.

Visits and Visitors

An effort was made to open communications with other programs in the community. The following were visited: Model Cities Library, Learning Materials Center, Cultural Awareness Center, Southwest Cooperative Educational Laboratory, Anita Osuna Carr Collection, ERIC system computer center in the college of education, Law Library, (its Indian collection), and the Upward Bound Program.

Some of the visitors who came to our desk were: students from the Navajo Community College in Many Farms, Arizona; José Vásquez from the Mexican American Council on Education out of Chicago; Philip Ortego from UTEP; Arnulfo Trejo from the University of Arizona; Dr. Robert Haro, University of Maryland; Brother Deroy, a representative from MUHAMMAD SPEAKS; among others.

Inventory Replacements

Because the major complaint of many minority students is that materials cannot be found in the library, we started partial inventories. So far about one third of what's been searched cannot be accounted for--in some areas 100% are missing.

Student Assistants

Chris Carson started the card bibliography for Blacks, searched numerous publishers' catalogs, and compiled a number of bibliographies.

Gail Rogers continued adding to the card bibliography on Blacks, searched the entire Arno Press series on Negro History among others and compiled some bibliographies.

Wayne D'osey manned the table for registration--he worked about two weeks.

Bernadette Chato has done a tremendous job with the compilation of the Native American bibliography as well as with the mimeographed bibliographies.

--- Helena Quintana
Library Assistant for
Ethnic Studies.

Two major changes during the year were the transfer of the Government Publications Section from Technical Services to the Social Sciences area and the transition of Library Photoduplication Reproduction activities from the library to a private concessionaire.

Turnover of personnel was heavy this year with six professionals leaving the department as well as sixteen clericals. Some changes were due to transfers.

Changes in the statistics showing lesser book additions are definitely traceable to cuts in subsidies from the Federal Government. From an all-time high allowance of \$123,000 in fiscal 1967/68 funds were cut to \$15,816 in fiscal 1970/71. Naturally this meant a considerable decrease in the flow of books. However, in some ways this was a boon as the staff was able to clear up practically all backlogs of materials in the library with the exception of the residue of Finck books in Cryillac and Indonesian Dutch languages. Music scores--chiefly gifts to the Library--donated by the Wurlitzer Foundation and others are being stored in the basement awaiting addition decisions. These will be processed or discarded as soon as possible.

One of the chief gains in productivity was the print-out of our computer list of serials. This was one of the most outstanding accomplishments of the year and many persons worked on this to make it a successful undertaking. The printing of twenty-five copies by the Sandia Corporation in a reduced size has made the work very useful. It is planned to continue to up-date and expand the available information.

Continuing programs during the year have been that of reclassifying reference books, split-serials, and work on materials for the Fine Arts, Parish and Gallup libraries in placing most of their materials under the L.C. classification. Several changes in procedures in the Catalog Department have been most helpful in clearing up backlogs in filing as well as enabling more efficient procedures and less repetition of work activities. Reports on some of these have been turned in separately during the past year.

It must be mentioned again that current staff can keep up with some of the above-mentioned projects; but such special needs as reclassification of the A's, 016's, "Z", reference and serials as well as some definite decisions in rehandling state and foreign government documents will not be fully accomplished without special staff to handle them. Even the seemingly small project of a continuous inventory adds much extra work, and although progressing satisfactorily, is creating extra work in pulling and re-filing cards and creating a financial problem since we cannot readily replace missing or stolen items due to lack of funds.

During the past fiscal year manuals of procedure and operation were completed by all departments of the Division and some preliminary work was done by the Technical Services Librarian in flow-chart--

ing departmental activities in Serials. It is hoped to continue this for Acquisitions and Cataloging.

A problem that had some effect on our Gift and Exchanges activity must be mentioned. This was the cancellation of the publication by the University of the New Mexico Quarterly. This meant that items previously received on exchange now had to be purchased as funds permitted. Much correspondence was undertaken to clear records. Some institutions have generously continued to send us their publications; but it is expected that in the coming year that we will have to purchase these as many of these scholarly publications are facing deficits and cannot continue sending these items without some recompense.

Meetings were held several times during the year with representatives of the Baker and Taylor Company and the Richard Abel Company in regard to Approval and Gathering Plans with the result that various studies undertaken by the Technical Services Division and the Bibliographers are to be culminated - with the approval of the Faculty Library Committee - in a line item of \$100,000 for approval books in fiscal 1971/72. Other changes include a line item for serials and continuing standing orders and a change in fund number for better control of bookkeeping activities.

Toward the end of the fiscal year many book and serial orders were reviewed as to availability and if not currently published were cancelled. This resulted in cutting down on the amount of indebtedness incurred for the next fiscal year and will allow better control of the funds.

Another project of interest completed in May, 1971 was the filming of the shelflist with a machine rented from the Eastman Kodak Company. The thirty-seven rolls of film are stored for safe-keeping in the Library's vault in Special Collections.

Due to lack of funds binding activities were suspended for a three-month period this spring. Staff were temporarily assigned to other duties. In June the staff was reassembled and prepared a shipment of books, serials and dissertations which came back on the last day of June, 1971.

Under the direction of the Personnel Office the clerical and professional staff were evaluated. This was a pilot project; but after completion of the evaluation it was stated by the Director that this plan would be continued with clericals being evaluated twice a year and professionals once. There were some problems involved which needed clarification and it was recommended that some changes in procedure be made prior to the next evaluation.

Various staff members of the professional staff were active in professional association meetings and belonged to various committees. Miss Pendleton was chairman of the New Mexico Library Association's Scholarship Committee and was on the SWLA committee. Miss Hight participated in the Southwest Library Consortium Meeting of Acquisition and Serials Personnel. Mr. Foster was on sabbatical leave during the year and had several articles published.

Mr. DeVolder attended the meeting - during his annual leave in August - of the Pacific Northwest Library Association. He was also a member of the NMLA's Editorial Board, attended a meeting on library state-wide planning in Santa Fe sponsored by NMLA Development Committee, had an article published on free and inexpensive materials in the New Mexico Libraries and participated in a Seminar on Approval and Gathering Plans sponsored by the Florida Atlantic University in West Palm Beach, Florida in February, 1971. He also took a trip to Canada and visited many libraries and also had an extensive interview with officials of the University Microfilms, Inc. of Ann Arbor, Michigan. Items discussed included handling of UNM dissertations, problems relating to filming of serials and methods of handling all types of microforms.

In conclusion, the Technical Services Librarian wishes to express his gratitude for the good work performed during the year by many staff members who were extremely diligent in their duties and accomplished many tasks.

--- Arthur L. DeVolder
Technical Services Librarian

Departmental funds were allocated early for fiscal year 1970-71 so Acquisitions was able to search and order many titles beginning July 1, 1970.

The bibliographers in Readers' Services Division, the teaching faculty, and members of the Acquisitions Department have tried to coordinate their efforts in acquiring worthwhile library holdings this year.

The total amount of titles ordered during the year is about three thousand less than last year. The plausible reasons for such a decrease are because there was less money to deal with in the budget, particularly less federal money, and, of course, book prices heightened this year.

Although we received approximately one thousand fewer items in Gifts and Exchange during 1970-71 than 1969-70, it is gratifying to know that we acquired some excellent items among the book and other media titles processed. A large gift of the Honors Program books soundly increased our holdings.

Representatives from both Baker & Taylor Company and the Richard Abel Company met at various times between December and June with librarians and teaching faculty to explain their respective approval plans of currently published titles. We decided to experiment with the Richard Abel plan for 1971-72 fiscal year, and we are presently checking their parameter sheets for our library's profile of materials we will accept.

Presently we have a full quota of personnel. Miss Marilyn Rowan returned to Oakland, California, after being with us only six months as Assistant Acquisitions Librarian. After she left in January, Mrs. Mary Ellen Hanson came to us from the Serials Department in February to assume that position. We have had no other changes in Acquisitions Department personnel except for part-time student positions, and even these two students, Miss Donna Hammonds and Miss Kathy Keller, have worked consistently through the year.

--- Beatrice A. Hight
Acquisition Librarian

The statistics listed below were derived by comparing figures from monthly reports of July, 1970 and June, 1971.

New titles added:

Subscription	546
Gift	39
Exchange	- 19
Deposit (U.S.)	62
Deposit (U.N.)	- 4
Non-current, o.p.	26
Purchase	23
Newspaper, sub.	4
Microform	8
Corporation annual reports	899

TOTAL NEW SERIAL TITLES
ADDED

1,584

The staff of the Serials Department has undergone almost a 100% turnover during the past year. With the exception of the Serials Assistant, Mrs. Helen Lee, all other positions have been vacated and refilled. It is hoped that the present staff of professionals, clericals, and students will be more stable in the future.

In order to consolidate records between Zimmerman and Parish Libraries, some new procedures were set up for corporation annual reports.

It has been noted during the past year that more and more titles are becoming "cost" items rather than "free" items. One reason for this is the abolishment of our exchange program a few years back. Another reason is the fact that associations and other publishers simply cannot afford to print and mail gratis materials any longer. This will necessitate an even larger serials budget if we want to continue receiving these titles.

Probably the most significant event of the past year was the printout of the serials checklist. This was the first step toward automation in the library. It was the task of the Assistant Serials Librarian to correct and edit both the printout and the serials checklist. This job has only just begun, but a corrected and improved serials listing was generated in the spring by the computer center. At present, the serials list is only a list by title, giving call number, holdings, and miscellaneous notes (such as location, reference). In the future, we would like to add such data as frequency, routing information, expiration date, subject, publisher, and agent. Only as more data can be input, will we be able to fully realize the usefulness of the serials listing.

--- Marilyn Pendleton
Serials Librarian

CATALOG DEPARTMENT

Due to the decrease in materials entering the Catalog Department this fiscal year, the total number of titles and volumes cataloged took a slight drop over the previous year, with 20,295 titles and 34,625 volumes processed compared to last year's totals of 25,066 titles and 38,667 volumes. During the 1970-71 fiscal year Sidney Yen assumed duties and responsibilities of Head of the Catalog Department while Don Foster was on sabbatical leave. Anita Bess resigned in March; her position will not be filled, at least for the time being. Claire Bensinger returned to the department after several years at Sandia Laboratories Library.

Projects undertaken during the past year included: 1) transfer of the Government Documents Section to the Social Science Department; 2) an inventory of Science-Engineering books, beginning in August and continuing throughout the year; 3) filming of the shelflist during April and May to provide a record in case of destruction of cards; 4) the moving of old wooden cabinets (formerly used as the public catalog in the old building) into the Catalog Department to house the shelflist--old shelflist cabinets will be used for expansion of the public catalog; 5) typing and distribution of a revised department manual; 6) continued selective reclassification of materials (particularly serials and reference books), and the continued transfer of books to and from Parish and other libraries.

Departmental procedural changes included: 1) use of location cards with plastic sleeves in the public catalog; 2) use of plastic location sleeves for CERF books; 3) filing of classed separately series cards in a special series file in the Catalog Dept. to serve as an authority file and an aid in reclassifying classed separates; 4) the transfer of cabinets which contain cards to be filed into the public catalog to a more central location in the department--this was done to make the cards more accessible to the Information Center; 5) the elimination of one of the alphabetizing steps by filing directly into the public catalog: as an aid in clearing up filing backlogs; 6) development of revised statistics sheets; 7) the closing of the bindery from February through April due to lack of funds, and the reassignment of bindery personnel to other duties in Technical Services; 8) establishment of new procedures involving the flow of original cataloging; designed to minimize typing errors, eliminate clerical work for catalogers, achieve more uniform cataloging, and speed the flow of books. Again this year, we have been able to keep up with the flow of books and other materials into the Department with no backlogs developing. There are still, however, decisions to be made as to disposition of gift music scores and foreign government documents which are at present being stored in the basement of the old library building.

--- Donald L. Foster
Catalog Librarian

APPENDIX A

SIZE AND GROWTH OF THE COLLECTIONS

	<u>The General Library</u>	<u>Medical Library</u>	<u>Law Library</u>	<u>Total</u>
Number of Cataloged Volumes, June 30, 1970	533,344	54,607	85,472	673,423
Volumes Added (net) 1970-71	31,888	6,987	7,826	46,701
Number of Cataloged Volumes, June 30, 1970	565,232	61,594	93,298	720,124
Percentage Increase				6.9%
Other Processed Material in the Libraries	<u>June 30, 1970</u>	<u>Net Added 1970-71</u>	<u>Totals June 30, 1971</u>	
Maps	71,040	29	71,069	
Microfilm (reels of varying lengths)	16,852	1,577	18,429	
Microcards	197,637	16,224	213,861	
Microfiches	96,407	62,735	159,142	
Phonodiscs	7,622	27	7,649	
Tape Recordings	2,324	484	2,808	
Slides	71,940	--	63,775*	
Transparencies (overhead projector type)	2,081	62	2,143	
Motion Pictures (16mm reels)	25	52	77	
Film Loops, 8mm.	64	50	114	

* corrected figure

APPENDIX B

PROCESSING OF MATERIALS
General Library

	<u>1969-70</u>	<u>1970-71</u>
New Titles Cataloged -----	23,165	20,295
Number of Titles Recataloged -----	1,996	2,133
Volumes Added:		
By purchase -----	26,694	22,283
By Gift, Exchange, Deposit -----	4,553	5,313

APPENDIX B (continued)

	<u>1969-70</u>	<u>1970-71</u>
By Binding of Periodicals -----	<u>7,420</u>	<u>7,029</u>
Totals	38,667	34,625
Number of New Serial Titles Added -----	851	1,605
Total Number of Serial Titles in the Checklist -----	19,092	20,697
Binding (in volumes):		
Commercial Bindery -		
Books -----	2,680	1,416
Periodicals -----	7,240	6,413
Theses -----	<u>504</u>	<u>440</u>
Totals	10,424	8,269
Home Bindery -		
"Z" Binding -----	794	1,013
Pamphlet Binding -----	1,708	2,200
Tying of Incomplete Volumes -----	<u>1,888</u>	<u>1,580</u>
Totals	4,390	4,793
Photographic Services:		
Negative Microfilm Frames -----	26,658	53,513
Prints (including reader-printer) -----	3,245	5,006
Microfilm Reels -		
Positives from Negatives -----	73	200
Xerox Prints -----	537,792	671,087
Number of Transactions -----	2,761	1,691

APPENDIX C

USE OF LIBRARY RESOURCES - GENERAL LIBRARY

	<u>1969-70</u>	<u>1970-71</u>
Zimmerman Library:		
Loans for Home Use -----	221,801	186,445
Loans of Serials -----	12,857	19,425
Reserved Book Loans -----	43,419	42,817
Charges to Carrels -----	13,345	14,303
Number of Individuals Passing Exit Turnstiles -----	714,292	847,234
Interlibrary Loans (in items)		
Loaned -----	1,533	1,991
Borrowed -----	<u>1,764</u>	<u>1,591</u>
Total Transactions	3,297	3,582
Photoprints Sent to Consortium		
Members -----	4,489	4,109
Photoprints Received from Consortium Members -----	1,565	2,382

APPENDIX C (continued)

	<u>1969-70</u>	<u>1970-71</u>
Fine Arts Library		
Loans for Home Use -----	22,646	23,281
Reserved Book Loans -----	18,824	16,764
Loans of Records and Tapes -----	18,838	20,684
Loan of Slides -----	70,484	76,748
Number of Individuals Passing		
Exit Turnstiles -----	94,737	110,386
Parish Memorial Library (Business and Administrative Sciences)		
Loans for Home Use -----	756	1,660
Reserved Book Loans -----	9,132	9,243
Number of Users (counted at exit)-----	31,326	68,564

APPENDIX D

EXPENDITURES

	<u>1969-70</u>	<u>1970-71</u>
<u>The General Library</u>		
Books and Other Materials		
Departmental Fund -----	\$232,806.34	\$261,563.92
General Book Fund -----	33,768.21	35,444.89
Fine Arts Materials -----	5,171.54	5,030.21
Gallup Branch -----	3,656.17	3,446.34
Cuban Fund -----	---	8.75
*Latin American Book Fund -----	3,459.00	4,853.94
*Friends of the Libraries		
Book Fund -----	3,982.23	2,776.62
*Civil Engineering Research		
Facility Grant -----	760.27	915.27
*Mathematics Grant -----	4,770.15	11,003.02
*Musgrave and Mawhinney Memorial		
Book Fund -----	126.10	58.50
*French Gift Fund -----	319.98	114.69
*Public Science Policy &		
Administration Grant -----	2,683.96	152.61
*Parish Memorial Library Fund -----	783.63	782.16
*Cassidy Memorial Fund -----	206.17	16.53
*Gulbenkian Fund -----	---	9,453.22
*HEA, Title IIA Grant -----	<u>101,847.00</u>	<u>15,816.00</u>
Totals	\$394,340.75	\$351,436.67
* Non-institutional funds		
Supplies and Expense -----	16,866.38	**32,038.36
Equipment -----	4,278.87	5,042.48
Binding -----	28,849.31	41,532.76
Salaries -----	402,438.07	498,399.54

APPENDIX E (continued)

41.

	<u>1969-70</u>	<u>1970-71</u>
Student Assistance -----	\$ 96,798.93	\$108,556.62***
Social Security, Retirement, Group Insurance and Travel -----	40,093.87	53,564.26
Total Expenditure, General Library	\$983,666.18	\$1,090,570.69

** Includes costs of computerizing serials records.

*** Includes Work-Study

Law Library

Books and Other Materials -----	\$59,567.00	\$52,909.61
Binding -----	(In Equipment)	(In Equipment)
Salaries -----	56,081.00	66,471.00
Student Assistance -----	9,935.93	10,795.09
Supplies and Expense -----	5,780.00	9,270.26
Equipment -----	9,258.00	4,891.33
Totals	\$140,621.93	\$144,377.29

Medical Library

Books and Other Materials -----	\$ 58,204.00	\$ 51,500.00
Binding -----	7,646.00	8,500.00
Salaries -----	106,120.00	131,930.00
Student Assistance -----	14,617.00	(In Salaries)
Supplies and Expense -----	46,126.00	25,790.23
Equipment -----	3,801.00	2,599.95
Other -----	7,695.00	8,226.02
Totals	\$244,209.00	\$228,546.20

Total Expenditure for Libraries \$1,368,497.11 \$1,463,454.18

Percentage Distribution of Expenditures: All Libraries

	<u>Amount</u>	<u>Percent of Total</u>
Books, Periodicals & Binding	\$505,879.04	34.6%
Supplies, Expense, Equipment, etc.	141,422.89	9.6
Salaries and Wages	816,152.25	55.8
Total	\$1,463,454.18	100.0

APPENDIX E

SELECTED ACQUISITIONS OF INTEREST

General Library

Ball, Katherine M. Decorative motives of Oriental art. N.Y. Hacker, 1969. reprint of the 1927 edition.

Baptista, Marino. Obras completas. La Paz, Bolivia [Renacimiento] Flores, San Román, 1932-1935. 7 volumes.

Bartlett, John Russell. Bartlett papers; Mexican boundary commission [1850-1853] Brown University. 1970. Microfilm. 11 volumes and 1 file box.

- Catholic University of America. Library. Bibliographical and historical description of the rarest books in the Oliveira Lima Collection at the Catholic University of America. Compiled by Ruth V. Holmes. Washington, 1926. 2 volumes.
- Chapman, John Jay. Collected works. Weston, Mass., M and S Press, 1970. 12 volumes.
- Chaucer Society. London. [Publications] Series I [nos. 1-99; Series II, nos. 1-56]. London, Published for the Chaucer Society by K. Paul, Trench, Trübner. Washington, NCR Microcard Edition, 1969.
- Collins, Wilkie. The works of Wilkie Collins. New York, AMS Press, 1970. 30 volumes, reprint set.
- Cumulative bibliography of Asian studies, 1941-1965; author bibliography. Boston, Mass., G. K. Hall, 1969. 4 volumes.
- Dingle, J. T. Lysosomes in biology and pathology. Amsterdam, North-Holland Publishing Company, 1959.
- Eisenhower, Dwight David. The papers of Dwight D. Eisenhower; the war years. Alfred D. Chandler, Jr., editor. Baltimore, John Hopkins Press, 1970. 5 volumes.
- Finlay, George. A history of Greece. New York, AMS Press, 1970
- Fourier, Francois Marie Charles. Oeuvres completes de Charles Fourier. Paris, Editions Anthropos, 1968. 12 volumes.
- Inchbald, Elizabeth (Sompson). A collection of farces and other afterpieces. New York, B. Blom, 1970.
- International Conference on Planktonic Microfossils. 1st. Geneva., 1967. Proceedings of the First International Conference on Planktonic Microfossils, Geneva, 1967. Edited by P. Bronnimann. Leiden, E. J. Brill, 1969. 2 volumes.
- International Encyclopedia of Social Sciences. David L. Sills, Editor. New York, Macmillan, 1968. 17 volumes.
- International Federation for Information Processing. Information Processing 68. Proceedings of IFIP Congress 1968. Organized by the International Federation for Information Processing, Edinburgh, 5-10 August 1968. Editor, A. J. H. Morrell. Amsterdam, North-Holland Publishing Company, 1969.
- Internationale wissenschaftliche Dokumentation und Information. [International scientific documentation and information] Munchen-Pullach, Verlag Dokumentation. (Handbuch der technischen Dokumentation und Bibliographie, 1. Bd.)
- Irish Literature. Justin McCarthy, editor-in-chief. New York, Johnson Reprint, 1970. 10 volumes in 5.
- Israel. Mahleket ha-medidot. Atlas of Israel. Amsterdam, Elsevier, 1970.

APPENDIX E (continued)

- Nickless, Graham. Inorganic sulphur chemistry. Amsterdam, Elsevier, 1968.
- Petit de Julleville, Louis. Histoire du theatre en France. Geneve, Slatkine Reprints, 1967. 8 volumes.
- The Poor Man's Guardian. Nos. 1-238. July 9, 1831--December 26, 1835. New York, Barnes and Noble, 1969. 238 numbers in 4 volumes.
- Strong, Roy C. Tudor and Jacobean Portraits. London, H.M.S.O. 1969. 2 volumes.
- Vergara Vicuña, Aquiles. Historia de la guerra del Chaco. [La Paz] Literatura e imprenta Unidas, 1940-1944. 7 volumes.
- Ward, John Sebastian Marlow. The Hung Society, or the Society of Heaven and earth... London, The Baskerville Press, 1925-1926. 3 volumes.
- World Meteorological Organization. Climatic atlas of Europe. Geneve. 1970.
- Just a simple misunderstanding. Film. [Critical moments in teaching] Holt, Rinehart and Winston, 1969. Made by Calvin Laboratories. 11 minutes.
- Friends of the Library Fund:
- Ackerman, Alfred S. E. Popular Fallacies; a book of common errors; explained and corrected with copious references. Detroit, Gale Research Company, 1970. A reprint.
- Blades, James. Percussion instruments and their history. New York, Praeger, 1971.
- Camden, William, 1551-1623. The history of the most renowned and victorious Princess Elizabeth. New York, AMS Press, 1969. A reprint of the 4th English Edition of 1688.
- Collins, Arthur. The Peerage of England... Greatly augmented and continued to the present time by Sir Egerton Brydges. New York, AMS Press, based on an 1812 edition. A reprint of 9 volumes.
- Hampton, Benjamin Bowles, 1875-1932. A history of the movies. New York, Arno Press, 1970. A reprint based on a 1931 edition.
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the university of new mexico

general library

THE LIBRARY OF THE
NOV 20 1974
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN



annual report
1973-74

The person charging this material is responsible for its return to the library from which it was withdrawn on or before the **Latest Date** stamped below.

Theft, mutilation, and underlining of books are reasons for disciplinary action and may result in dismissal from the University.

UNIVERSITY OF ILLINOIS LIBRARY AT URBANA-CHAMPAIGN

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ANNUAL REPORT
of
The General Library
The University of New Mexico

by
Arthur L. DeVolder
Interim Dean of Library Services

Albuquerque, New Mexico 87131
August, 1974

1973-1974
Annual Report of the

GENERAL LIBRARY
THE UNIVERSITY OF NEW MEXICO

by
Arthur L. DeVolder
Interim Dean

Introduction

The biggest problem that faced The University libraries in the past ten years has been the lack of sufficient library resources and the lack of funds to support the burgeoning growth of The University. For many years faculty and students expressed their dissatisfaction in many ways; and several years ago the accreditation of The University was threatened by the lack of sufficient supportive library activities. The rising rate of both student and faculty and the growth of undergraduate, masters and doctoral programs required more aid.

As a result of a study of the problem, it was suggested by many persons that a bond issue for the support of the book collection of the academic institutions be presented to the voters for their approval. In November, 1972 the proposition to float a bond issue for \$10,000,000 to support academic libraries was passed by a two to one margin. As a result the General Library of The University was granted as a supplement to its regular budget the sum of \$828,000. for the purchase of books and related education materials.

This windfall was not without its problems, as no monies were provided for processing the materials, consequently, this did cause many problems in all aspects of adding materials to the library. However, undaunted, the library staff by various methods planned the program of selection, addition, cataloging, and all its ramifications and plunged into the new fiscal year with its promise of collection improvement with a great zeal.

The plan was to purchase many collections, back runs of periodicals and individual items that had been neglected due to the lack of funds in the past. The goal was set to purchase approximately 60,000 to 70,000 books a year in various format to try to bring the library into line with the Clapp-Jordan formula for a collection of 1,149,133 books within the next five years. This meant that the library had a deficiency of over 500,000 volumes and that it appeared the library would fall short of the goal; however, every attempt would be made to get as much out of the monies available to try to reach the nearest point to the goal as time budget and inflation would permit.

Current Activity

This past fiscal year the library did not obtain its goal in every respect, but many strides were made toward the processing, purchasing and handling of the materials wanted. Over 48,000 volumes in hardbound form, and 7500 titles in microform were added in addition to government publications, films, cassettes and many other special items which can be studied in detail in the accompanying statistics.

New methods and devices were studied and obtained to process materials on hand. The library added a Micrographic Catalog Retrieval System to aid in cataloging, as well as purchasing materials with full catalog processing to aid the prompt processing of incoming materials. A new computerized accounting system--BATAB--was installed to aid in more effective handling of incoming bills; and recently the library has joined an inter-regional agency--The Inter-University Council of Dallas--to establish relationship with the Ohio College Library Center to aid the cataloging process by an on-line computerized service which will enable us to speed up our processing and to create eventually a better cooperative relationship with other schools in the state by a centralized accessions data bank.

Present technical service operations include microfiche reproduction of our serials list in both an alphabetic and subject arrangement; while a weekly computerized list gives to our staff, students and faculty information of new additions to the library. A computerized list of books

on order is also utilized to check requests and to keep a search tool for purchasing books up-to-date.

Members of the staff in all areas are working incessantly to improve the total concept of service in all areas of the library. Rather than detail this information, it is suggested that contact with the staff would be a more effective way to learn of the many new services and improvement in previous activities have added to the effectiveness of the library.

Administrative Services

Special innovations in reproduction and printing, as well as binding, made the Library Copy Services an important section of library service. Over a 1,610,000 Xerox copies were reproduced; while nearly 560,000 pages were multigraphed for various uses. Other services included production of 5,241 frames of microfilm 102 positive rolls of microfilm, 102 photo-prints, 6,589 reader-printer sheets and 2,313 velo-bound books.

The financial section of the Services also did a tremendous job in accounting for the \$2,367,513. budget for the year; and the office staff is to be commended for its activities in keeping a busy operation running effectively.

Other accomplishments in this Services area included major activities in system design and analysis with various programs being implemented such as BATAB, implementation of ERIC search service, interlibrary loan computer program, IUD-OCLC coordination and similar programs.

Readers' Services Division

A major change took place in the Division with the separation of the bibliographic function (Bibliography Department) from the area and its reorganization as a separate division which was designated as the Collection Development Division. The change was made in January, 1974, and a report on this Division is located elsewhere in this document.

Particular attention is being paid to suggestions made by patrons and and suggestion boxes are conveniently located for input information so that the staff can learn more directly what patrons need.

New developments have been made in orientation procedures and a staff

member has been assigned to full-time Orientation and Graduate Research problems under the direction of Assistant Dean for Readers' Services.

The Reference Department has been publishing various tip sheets giving varied information about library activities, hours, location of certain materials and endeavoring to keep patrons informed about changes taking place since many moves of materials are constantly being made because of remodeling and building additions.

Library service facilities have been expanded and improved in the Fine Arts and Parish Libraries. Listening facilities at the Fine Arts Library have been expanded as well as space and shelving facilities. Materials have been transferred from the General Library to the Parish Library to expand that area's service from approximately 3,000 to 20,000 volumes of business and administrative science books and serials.

Workshops have been held by various departments during the year to improve staff abilities and new services have been added of which the most outstanding was that of an experimental program in coordination with the Technology Applications Center covering literature searches in machine readable data bases.

Service in the Government Publications Section was vastly improved by the addition of the depository status for the Food and Agricultural Organization of the U.N. publications; as well as extensive additions of microforms in a multitude of topics.

The Special Collection Department staff has been expanded to improve services in the Southwest and New Mexico collections, as well as maps, archival materials, and rare books. New policies are being formed to improve handling of materials of all types. Some items--such as 16 mm films--have been transferred out to other areas to attempt to consolidate the specialities of the department. This area is currently having installed a security system to prevent reoccurrence of major theft such as occurred several years ago. During the year four honorary consultants were named to aid in collection development: George Dalphin of the Sandia Laboratory for the Map Collection, Jack Rittenhouse of the UNM Press for the history of books and printing, Andy Gregg, New Mexico historian for western history and Florence Lister, writer for Southwestern archaeology and ethnology.

One of the biggest jobs of the Circulation Department has been constant reorganization of the collection because of the building and remodeling program. Another has been to cope with problems of staffing created by extended hours, and the reduced working space created by construction on the new elevator shaft.

Current study is being made on the possibility of installing an electronic security system to stop theft of books from the library collection as well as improvement of the reserve book listing and possibility of establishing some type of improved check-out system.

Technical Services Division

New developments in the Acquisitions Department were the completion of the first year of use of the Baker and Taylor Automated Buying Systems for Libraries which is an automated ordering/accounting system. The system aided in increasing production without the addition of staff, yet the department was not able to input many items and are still very heavily backlogged. In the Spring 1974 the department personnel began to use the Inforex system--a key-to-disc computerized input system that eliminated an extra keying process. The department backlog amount to 13,610 orders to be input and retrospective bloc purchases to be received of 74,256 items. Many changes were made in procedures and personnel which did delay some of the activities of the Department. Expansion was made possible in work space by transfer of the Serials Department to the basement.

In the Gift Exchanges Section of the Acquisition Department seven exchange lists were prepared during the year to over 250 addresses of which 41 are foreign. Some sales during the year of surplus materials was \$1,724.47. The number of gifts received totaled 49,717 items from 1,010 donors. A major item received was that of 592 books and 95 serials from S. R. Shapiro, a New York bookdealer. The collection consisted of photography books, cartoons and foreign items. In March, 1974 the library received a gift of 595 books and 908 serials concerning Latin America and Economics from L. Liepe. Albuquerque Public Library also donated a sizeable gift of 1,304 books and 3,278 serials.

The Catalog Department is trying to cope with the increased processing and made many changes in procedure. Several mechanical and microform aids were instituted to improve procedures. The Micrographic Cataloging

Retrieval System and the Dennison Copier have been utilized to produce copy from the National Union Catalogs. Much of the cataloging originated outside of the Library by use of the Abel, Baker and Taylor and the Somico Librarian photographic systems.

In Spring, 1974 the Catalog department was divided into two areas of responsibility: Original Cataloging and Processing. Separation of the departments allowed better control over the problems of Original Cataloging and handling of the processing work done by the commercial agencies. In December, 1973 the Catalog department in cooperation with the Systems Librarian began planning procedures and studied various training manuals pertaining to the Ohio College Library Center system which will be utilized on an on-line computer basis to obtain cataloging data. It is anticipated that the system will be in operation by September 1, 1974.

The Catalog Department (Original Cataloging) is anticipating its move into the new addition to the building in November, 1974. There have been many inconveniences caused by the construction; however, it has not created any obstructions in operation, except for excessive noise due to construction equipment, machinery, etc.

As was mentioned earlier, in the Spring, 1974 the Processing Department was set up "to increase efficiency and effectiveness of processing operations, to place proper attention and emphasis to the type of work which ultimately handles most pieces made available to the public." Some of the reorganization did help in processing new titles, aided in clearing up filing backlogs, and created a record in the addition of over 5,000 volumes during the month of May, 1974.

Revised Simplified Filing Rules were organized for use of the filers and other departments in the library to give a better understanding of filing procedures. A review was made of the changes that had been made due to the division of the main card catalog from a dictionary catalog to an author-title and subject catalog. The general opinion was that some gain had been made in use and filing procedures, and although not significant, it was sufficient to create a better use of the card catalog even if it may have required more training information on the part of the Reference Department in teaching use of the catalogs to the clientele.

During the year the decision was made not to file any serial cards in the main catalog since it was planned to have full reliance upon the use of the Library Serials Printout and the Serials Subject List. These lists were issued on microfiche in August and September, 1974 respectively, through the cooperation of Serials Department and the Reference Department.

In March, 1974 the Serials Department was moved into the basement so that the Acquisitions Department could be expanded and to prepare for eventual occupation of the area as a Periodical Room upon completion of the addition. Floor space in the new wing will amount to over 27,000 square feet. It is planned to combine this area with the previous 13,000 square feet to have the combined space for all serials in the library which are received a minimum of four times a year. Some of the area will also be used for all microforms and some government documents. It is anticipated that some reorganization will have to be undertaken to include these new activities in the Periodical Room. At the present time some staff has been transferred from the Circulation Department to put the handling--including shelving of periodicals--under the jurisdiction of the Serials Department.

The bindery section was also moved into the basement placing the activities of the section in close proximity to the display shelving area and making the pick-up of items needed for binding more effective.

Another major project is the transfer of the pharmacy serials to the Library of the Medical Sciences. It is anticipated that in November, 1974 this project will be completed and then work will begin on the transfer of books in the pharmacy classifications.

Collection Development Division

The status of the Division was established in December, 1973 and approved by the Vice-President for Academic Affairs in March 1974. The title was changed at that time from the Bibliography Department to the Collection Development Division as suggested by the Booz, Allen and Hamilton Survey Report in November 1972.

One of the chief reasons behind the change was a shift in collection building from a general faculty selection system to a centralized library

responsibility because of the passage of the bond issue which would require an expenditure in the next four years of approximately \$3,200,000. of bond money and \$2,000,000. of general support funds.

Many changes have been made in collection building procedures as the increased funds require switching from title-by title selection to bloc purchasing, approval plans and blanket order plans with publishers and jobbers throughout the world.

In some cases intentional unwanted duplicates will be shared through a cooperative purchase plan with the other academic libraries in the state.

Special funds have been set aside to handle special research on reserve book needs. These items receive priority on "rush" handling.

At the present time the Assistant Dean for Collection Development is assisted by four full time professional bibliographers supplemented by four part-time subject specialists such as the Business and Administrative Sciences Librarian, Music and Fine Arts Librarians, Special Collections Librarian and Reference.

In December, 1973 a "Bib-Rap" Seminar Day was held for acquisition librarians around the state to discuss book acquisitions and selections procedures. In the Spring 1974 several in-service library sessions were held on the new concept of bibliographic procedures in which approval plans, blanket orders and other methods were explained.

Cooperative buying on local, state and national levels is being considered so that certain types of expensive sets are not duplicated. This work is being done through cooperative listing of items available through the New Mexico Academic Library Council, The Southwest Consortium, and membership in the Center for Research Libraries in Chicago.

Many special collections are being added through the facilities of the bond issue. A few include such items as the British Parliamentary Papers of 1,000 volumes, the Day Collection of Science Fiction serials of 1,200 volumes, the McGuire Collection of Classical and Medieval Literature and History, the T. Lynn Smith Collection of Latin American sociological history consisting of extensive holdings in book and pamphlet form.

Also Argentina Biography and History, Latin American Collection on Politics, a History of Mathematics collection and many others.

Other Activities

Many new activities were begun under the direction of the Dean of Library Services, Dr. John F. Harvey. He established, in cooperation with staff members, a Council on Staff Affairs. A member of the Council was also an ex-officio member of the Administrative Council and participated in various discussions of activities and policies pertaining to the library.

Major emphasis of the Council's activities included the study of various grievance procedures, physical problems of library operations as it pertained to the staff, improvement of communications between the management and the staff, and salary and classification questions.

Another active library group was the Education Committee which arranged for several tours to the Albuquerque Public Schools Library Processing and Data Services Center, the examination of the new Instructional Media Services facilities with which the library cooperates in handling of 16 mm films; as well as a tour to the Sandia Corporations Data Processing Center and a seminar on the Bibliographic Department's activities. The main goal of the group has been to expand communication of our library with that of other institutions and to acquaint the staff with general educational topics, current events and new systems.

Bringing creative talent to the attention of the library clientele has been the work of the Exhibits Committee which has had several functions: a General Library Staff Arts and Crafts Exhibit; an exhibit by several Mexican-American artists, a reception for the writer, Jacinto Quirarte. Exhibits on Brazilian books, the State Bond Purchase books, Swiss Graphics, UNM Press books, and the Making of the Book Exhibit of Carl Herzog were all well received.

The Library Bibliographic Series started by Mr. David O. Kelley several years ago was re-instituted by Dr. John F. Harvey under a new series designated as SOURCES. Two publications were produced and are being sold through the facilities of the University Bookstore. Three manuscripts have been accepted and are awaiting typing. Two others are under consideration.

The title Discography of Hispanic Music in the Fine Arts Library of the University of New Mexico by Ned Sublette, Compiler, has had very

good sales as has the separate publication New Mexico Church and Synagogue Library Directory by G. Martin and Marilyn Ruoss. It is anticipated that the new publication by the Reference Staffs of the University Libraries: Catalog of Indexes and Abstracts in the University of New Mexico Libraries, 2d. ed., should be published in the Fall, 1974.

The Legislative Information Committee was established to make staff members more aware of the activities of the Legislature and to bring the attention of the Legislators to the plight of libraries. There was close coordination with the university officials who make most of the legislative contact; as well as with various regents and members of the BEF as well as the legislators themselves through attendance of meeting or luncheon programs. Activities included extending and invitation to and showing about twenty-five members of the Chamber of Commerce the library's facilities. Close cooperation was established with the NMLA Legislation and Intellectual Freedom Committee to obtain state-wide backing for library support.

During the year there was established a Libraries' Reference Council to create closer rapport between all the libraries on campus. Various members of the council met throughout the year to discuss activities and problems pertaining to an exchange of information and problems related to reference materials.

Another active group was the Library Audio-Visual Committee which studied and made some recommendations as to what direction the library should take in development of audio-visual activities. Several policies were suggested and the committee will continue to study the problems which came up. An interim policy on 16 mm films decided that the library would purchase these films, but deposit them with the Instructional Media Services for use campus-wide. It is anticipated that after remodelling of the Zimmerman I that the library should use part of the area in the T-section of the old building for establishment of various audio-visual activities. However, at this time it is not feasible from a staffing and remodelling standpoint.

During the year the Staff Social Committee had several functions including a Christmas dinner, aid to a needy family, several social activities including hiking and retirement and staff departure parties.

Dr. T. M. Pearce, Historian of the New Mexico Folklore Society worked with members of the staff to attempt to find means of enlarging the New Mexico Folklore Fund and to work on the New Mexico Folklore Index, a subject file first prepared in 1955 and currently located in the Special Collections Department of the Library. -Plans were made to cooperate with Colorado College to obtain information on their bibliographical guide to Spanish folklore of that region.

Friends of the Library

In November 1973 Mr. William Weinrod was employed as the Executive Secretary of the Friends of the Library. At the present time there are 590 members. During the year, a cash gift of \$2,000. as a memorial fund was solicited from Mrs. G. Friedman as well as a tape collection including lectures and interviews of important literary dignitaries was obtained from Dr. Alexander Masley. Other persons have been approached for support especially for the College of Fine Arts and the Fine Arts Library.

A Lecture Series, which was inaugurated during this fiscal year by Dr. John F. Harvey presented eight distinguished guest lecturers in the Clinton P. Anderson room in the General Library. Incidental costs for the series were paid for by the Friends.

The First Annual Shapiro Book Collection Contest, another innovation of Dr. Harvey's, had excellent participation and was supported by a \$250. grant from the Friends.

The Friends contributed funds to buy a valuable edition of William Blake's illustrations for Gray's Elegy in a Country Churchyard. The volume cost more than \$1,000.

The Southwest Academic Library Consortium

The Consortium membership has grown to thirty-three members as of June 30, 1974. This spring the headquarters for the Consortium has been transferred to Eastern New Mexico University, which is the geographic center of the area of membership in the states of Oklahoma, Texas and New Mexico. The Executive Secretary position was also transferred from Dr. John F. Harvey to Mr. Pearce Grove.

Last year's grant to the University of New Mexico's General Library totaled \$8,913. No grants have been distributed this year. The only major

project of the institutions this year was the Shelflist Measurement Project undertaken to collect approximate data on subject holdings in the various libraries. There is to be a title count only, not volumes.

Staff Activities

Many of the staff--both professional and clerical--participated in varied events: political, social, travel and educational. A goodly number of them are engaged in educational improvement programs leading to either second degrees or Ph.D. programs. The library added several new staff members with Ph.D degrees or Ph.D. in progress. Several staff members had chapters in books, articles or books published during the year. Many participated in international travel in areas such as Africa, South America, Europe and several visited Asiatic countries.

Participation in professional organizations was held on all levels ranging from activities in the Greater Albuquerque Library Association to offices in national organizations. Several staff members participated in buying trips, especially in New York; and one member--sponsored by The Language-Area Center for Latin American Studies--covered a number of Latin American countries and made approval plan arrangements with numerous dealers in Puerto Rico, Brazil, Columbia, Peru, Chile and Argentina.

Respectfully submitted

Arthur L. DeVolder

Arthur L. DeVolder

Interim Dean of Library Services

August 7, 1974

APPENDIX A

PROCESSING OF MATERIALS General Library

	<u>1972-73</u>	<u>1973-74</u>
New Titles Cataloged -----	20,916	27,414
Number of Titles Recataloged -----	877	245
Volumes Added:		
By Purchase -----	21,284	35,999
By Gift, Exchange, Deposit -----	5,022	5,208
By Binding of Periodicals -----	9,532	7,082
Totals	<u>35,838</u>	<u>48,289</u>
Number of New Serial Titles Added -----	928	476
Total Number of Serial Titles in the Checklist	21,568	21,703
Binding (in volumes):		
Commercial Bindery-		
Books -----	3,275	4,788
Periodicals -----	9,907	8,943
Theses -----	608	537
Totals	<u>13,790</u>	<u>14,268</u>
Home Bindery-		
"Z" Binding -----	300	0
Pamphlet Binding -----	995	1,076
Tying of incomplete volumes -----	250	0
Totals	<u>1,545</u>	<u>1,076</u>
Photographic Services:		
Negative microfilm frames -----	9,079	5,241
Prints (including reader-printer) -----	426	7,169
Microfilm-		
Positives from negatives -----	80	102
Xerox prints -----	370,190	1,610,256
Multilith -----	135,127	559,709

APPENDIX B
SIZE AND GROWTH OF THE COLLECTIONS

	<u>The General Library</u>	<u>Medical Library</u>	<u>Law Library</u>	<u>Totals</u>
Number of Cataloged Volumes, June 30, 1973	624,218	68,046	108,183	800,347
Volumes Added (Net) 1973-74	46,010	4,017	12,363	62,390
Number of Cataloged Volumes, June 30, 1974	670,228	72,063	120,446	862,737
Percentage Increase				7.8%
Other Processed Materials in the Libraries:	<u>June 30, 1973</u>	<u>Net Added 1973-74</u>	<u>Totals June 30, 1974</u>	
Maps	76,053	791	76,844	
Microfilm (reels of varying lengths)	20,376	5,189	25,565	
Microcards	223,746	0	223,746	
Microfiche	268,908	97,655	366,563	
Phonodiscs	10,306	952	11,258	
Tape Recordings	3,776	231	4,007	
Slides	4,060	1,136	5,196	
Transparencies (Overhead projector type)	2,183	0	2,183	
Motion Pictures (16 mm reels)	85	6	91	
Film Loops, 8 mm	115	0	115	
Prints	40	0	40	
Pamphlets and Catalogs	2,132	4,500	6,632	

APPENDIX C

USE STATISTICS - CIRCULATION DEPARTMENT ZIMMERMAN LIBRARY

	<u>1973-74</u>	<u>% Increase or Decrease</u>	<u>1972-73</u>
<u>Turnstiles (Exits)</u>	757,340	-4.7%	795,118
<u>Circulation Desk Charges</u>	223,860	+1.6%	220,293
<u>Public Charges</u>	206,634	+4.2%	198,209
Books	175,302	+2.8%	170,577
Student	144,974	+2.3%	141,772
Faculty	10,996	-1.1%	11,115
Special	5,261	+17.5%	11,197
Limited	7,901		0
Carrell	6,170	-5.1%	6,493
Serials	27,455	+9.2%	25,132
Student	23,238	+12.2%	20,718
Faculty	1,694	+6.3%	1,593
Special	760	-28.5%	1,507
Limited	317		0
Carrell	1,446	+10.0%	1,314
Gov't. Pubs.	1,348	-0.9%	1,360
Student	934		n/a
Faculty	116		n/a
Special	152		n/a
Limited	94		0
Carrell	52		42
I-L Loan	2,529	+121.8%	1,140
<u>Internal Charges</u>	17,226	-22.0%	22,094
Bindery	11,588	-19.9%	14,464
Reserve	4,143	-32.6%	6,145
Others	1,495	+0.7%	1,485
(Included in above counts:			
Total carrell charges	(7,668)	(-2.3%)	(7,849)
Total renewals	(9,467)	(+5.4%)	(8,980)

	<u>1973-74</u>	<u>% Increase or Decrease</u>	<u>1972-73</u>
<u>Reserved Book Room Charges</u>	56,933	-15.1%	67,034
2 hour	40,082	-22.6%	51,775
1 day	10,795	+40.2%	7,702
3 day	6,056	-17.5%	7,343
(Included in above counts:			
Library	(35,396)	(-14.1%)	(41,201)
Personal	(21,537)	(-16.0%)	(25,619)
Books on Reserve: Median Count	5,096	+10.2%	4,626

USE STATISTICS - FINE ARTS LIBRARY

	1972/1973	1973/1974
Loans for Home Use -----	25,716	30,599
Reserved Book Loans -----	24,790	25,543
Loans of Phonodisc/Tapes -----	100,570	57,309 #
Number of Individuals Passing Exit Turnstiles -----	120,975	126,956

The use of this materials was limited because the room was either closed or working at a minimum due to expansion and remodeling.

USE STATISTICS - WILLIAM J. PARISH LIBRARY

Loans for Home Use -----	2,085	4,341
Reserved Book Loans -----	6,471	13,279
Serial Circulation -----	546	848
Number of Users Recorded -----	60,988	54,591
Reference assistance, number of contacts -----	N/A	3,581
Orientations (class) -----	N/A	12
Microform print-outs -----	N/A	889

APPENDIX D
LIBRARIES EXPENDITURES

	1972/1973	1973/1974
<u>The General Library</u>		
<u>University Funds:</u>		
Salaries	\$ 723,837.	\$ 903,164.03
Supplies and Expenses	43,871.	60,301.32
Equipment	9,441.	19,125.19
Travel	N/A	3,442.97
Data Processing	N/A	11,084.32
Books and Serials	494,293.	392,941.33
Binding	53,286.	51,084.48
Fringe Benefits	86,380.	113,923.48
<u>Non-University Funds (Federal Support, 1-3)</u>		
Consortium	N/A	8,460.50
Basic	N/A	1,670.92
Supplemental	N/A	5,646.32
Gifts	N/A	1,650.59
Bond Issue (\$806,508 Budgeted)	N/A	795,017.42
Total	\$1,411,108.	\$2,367,513.87
<u>Law Library</u>		
Books and Other Materials	\$ 86,692.	\$ 85,156.05
Equipment and Binding	6,996.	5,811.59
Supplies and Expense	15,385.	16,804.00
Salaries:		
Staff	98,979.	124,928.67
Students	13,706.	12,553.43
Other	7,486.	9,583.18
Total	\$ 225,244.	\$ 254,836.92 #
<u>Medical Library</u>		
Books and Other Materials	\$ 64,334.	\$ 65,738.
Binding	5,931.	6,705.
Salaries:		
Staff	112,522.	148,979.
Students	7,486.	10,076.
Supplies and Expense	33,996.	44,180.
Equipment	2,000.	6,410.
Travel	4,951.	1,292.
Total	\$ 231,220.	\$ 283,380.
Total support for all libraries:	\$1,867,572.	\$2,905,730.79

Neither the Medical Library nor the Law Library included in their figures the \$70,000. each of them received from the State Bond Issue.

TECHNICAL SERVICES DIVISION
STATISTICAL SUMMARY
July 1, 1973--June 30, 1974

ITEMS ADDED TO THE COLLECTION:

New titles cataloged	27,414
Volumes added:	
By purchase	35,999
Gift and Exchange	5,208
Bound periodicals	7,082
Total volumes added	48,289
Volumes withdrawn	2,279
Titles recataloged	245
Volumes recataloged	603
Titles reclassified	449
Volumes reclassified	2,584
Microfilm:	
Titles added:	6,829
Reels added:	1,453
Reels added to previous titles:	3,735
Total reels added:	5,188
Total reels accumulated to date	25,230
Microcards:	
Titles added:	0
Cards added:	0
Total cards accumulated to date	169,191
Microprints:	
Titles added:	0
Sheets added:	0
Total sheets accumulated to date	46,771
Microfiche:	
Titles added:	474
Microfiche added:	23,423
Microfiche added to previous titles	2,051
Total microfiche added	62,254
Filmstrips:	
Titles added:	10
Filmstrips added:	65
Total filmstrips accumulated to date	295

TECHNICAL SERVICES DIVISION
 STATISTICAL SUMMARY
 July 1, 1973--June 30, 1974
 (Continued)

Phonodiscs:

Zimmerman Library	
Titles added	76
Phonodiscs added	265
Total phonodiscs accumulated to date	328

Fine Arts Library	
Phonodiscs added	687
Total phonodiscs accumulated to date	10,930

Cassettes (Tape)

Titles added	48
Reels added	39
Total reels accumulated to date	151

Tapes:

Zimmerman Library	
Titles added	3
Reels added	3
Total reels accumulated to date	288

Fine Arts Library	
Reels added	228
Total reels accumulated to date	506

Transparencies (Overhead projector type)

Titles added	0
Transparencies added	0
Total transparencies accumulated to date	2,183

Motion picture (16 mm film)

Titles added	6
Reels added	6
Total reels accumulated to date	91

Motion picture (8 mm loop film)

Titles added	0
Reels added	0
Total reels accumulated to date	105

Slides (2 x 2 transparencies)

Zimmerman Library	
Titles added	9
Slides added	1,136

Pamphlets and Catalogs processed

Pamphlets and catalogs added	4,500
Total amount of pamphlets and catalogs to date	6,632

TECHNICAL SERVICES DIVISION
STATISTICAL SUMMARY
July 1, 1973--June 30, 1974
(Continued)

Government depository and special microfiche items added in this fiscal year.

AEC	28,697
Patent Gazette	0
ERIC	12,821
NASA	8,091
Human Relations Area File	5,550
Corporation Annual Reports	729
U. S. Congressional Hearings	4,319
Total microfiche added this year	60,207

Map Collections:

Maps added	777
Total maps accumulated to date	76,830

Volumes bound and rebound by the New Mexico bookbinders:

Books	4,788
Periodicals	8,943
Theses and dissertations	537
Total items	14,268

Home bindery production:

Tying of incomplete volumes	0
"Z" binding	0
Pamphlets	1,076
Total items	1,076

Monies expended for the Library of Congress cards \$ 0.00

Monies received from sale of surplus goods \$ 1,731.17

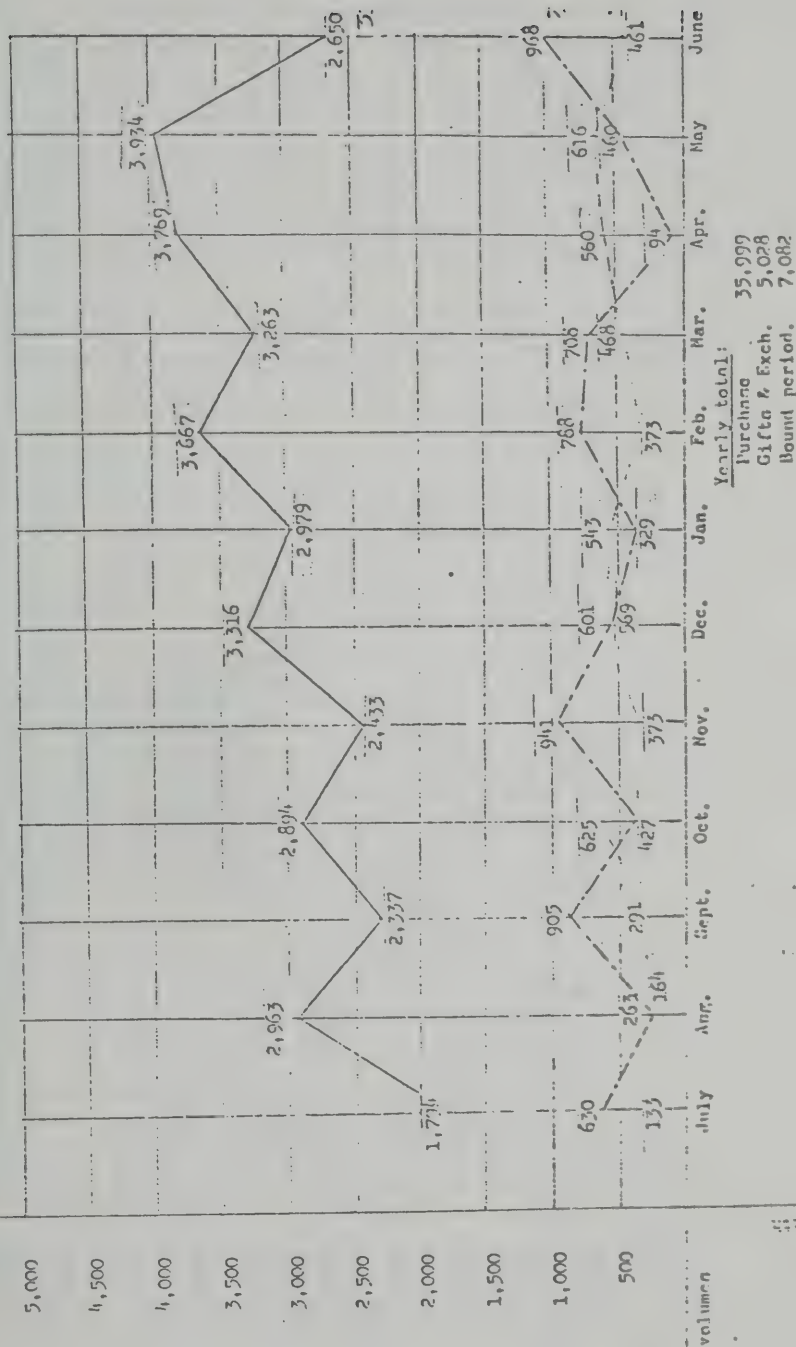
Government documents received during the current year:

Depository	12,472
New Mexico	308
Pan American Union	183
United Nations	434
State Governments	127
Expediting Services	2,243
Foreign government documents	130
Other	2,526
Total of all documents	19,521

New items received during the year	96
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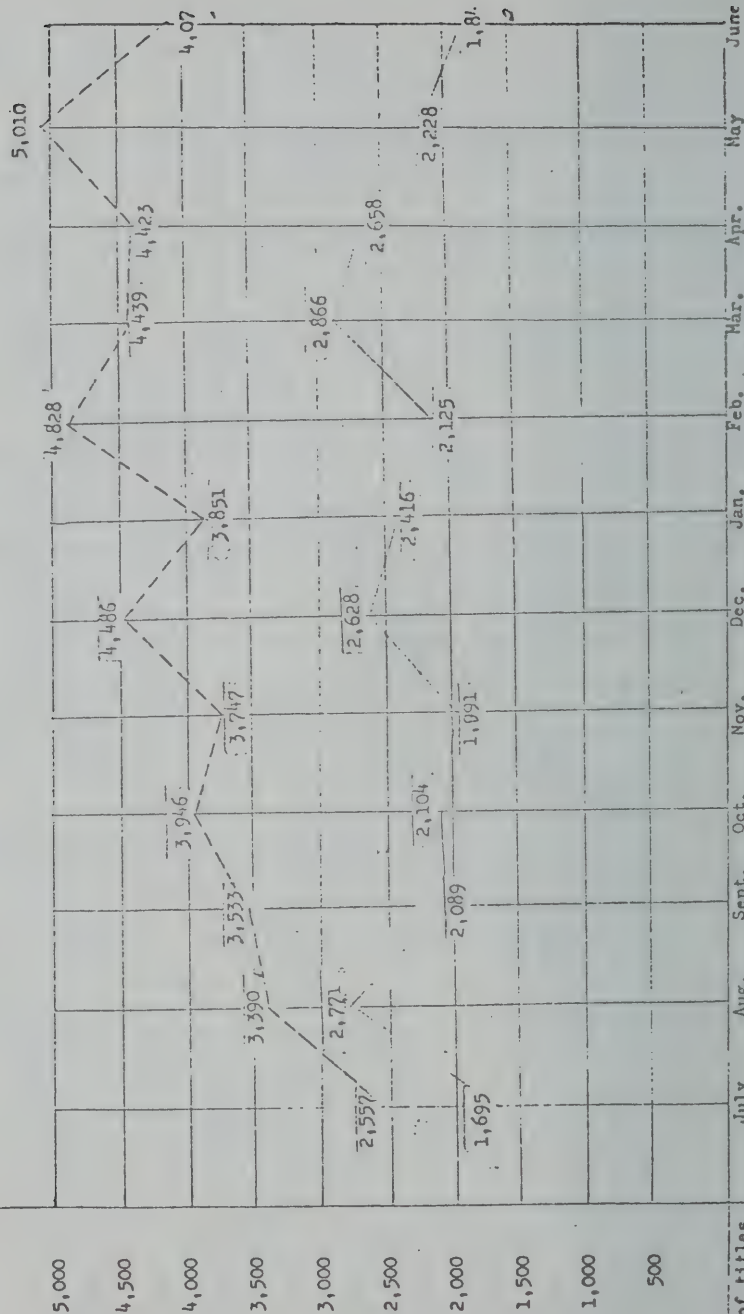
VOLUMES ADDED BY CATEGORY 1973/74

— Purchase
 - - - Gifts & exchange
 - - - - - Bound Periodicals



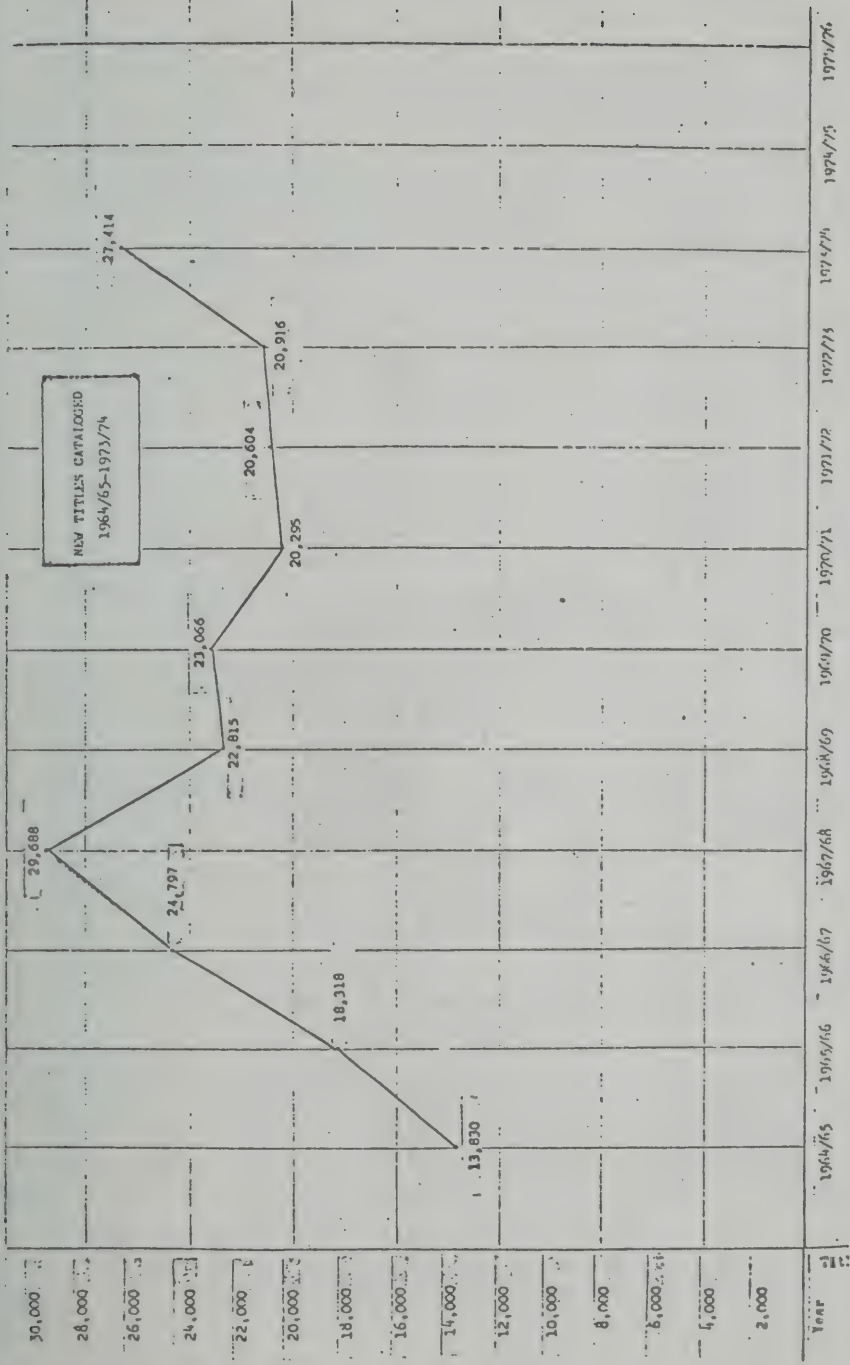
TITLES, VOLUMES CATALOGED 1973/74

----- volumes
----- titles



No. of titles
or vols.

Yearly total:
Volumes 48,289
Titles 27,414



65,000

60,000

55,000

50,000

45,000

40,000

35,000

30,000

25,000

20,000

15,000

10,000

5,000

Year

VOLUMES ADDED
1964/65-1973/74

48,289

35,838

33,117

34,625

38,567

35,167

43,979

35,681

32,519

22,693

19

1974/75

1973/74

1972/73

1971/72

1970/71

1969/70

1968/69

1967/68

1966/67

1965/66

1964/65

FACULTY AND STAFF MEMBERS

THE UNIVERSITY OF NEW MEXICO GENERAL LIBRARY

Dean of Library Services

Administrative Services Department

David L. Ince Bridewell, David Neville, Sandra	Chief Administrative Assistant I Systems Librarian
Buck, Kay Misanke, Virginia Segura, Andy Paasche, Linda DeVries, Linda Padilla, Edward Windsor, James	Office Manager Administrative Secretary Administrative Assistant I Clerical Specialist III Clerical Specialist II Clerical Specialist IV Clerical Specialist II

Library Copy Service

Teale, Jerry Keller, Karla Schell, Julie Bennett, Mary Fernandez, John McArthur, Dan	Copy Service Supervisor Clerical Specialist IV Clerical Specialist I Clerical Specialist I (temp, p.t.) Clerical Specialist II (temp, p.t.) Clerical Specialist I (temp, p.t.)
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Executive Director, Friends of the UNM Libraries Weinrod, William

Arthur DeVolder, Chief	Assistant Dean of Library Services
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Acquisitions

Hanson, Mary Ellen Reed, Linda	Chief Assistant Acquisition Librarian
Graham, Robert Lashley, Ruth Meadow, Katie Sanchez, Maria C.	Clerical Specialist III Clerical Specialist V Clerical Specialist III Clerical Specialist III

Gifts and Exchange Section

Shea, Pat Valdez, Josie Stuber, Jim	Chief, Library Technical Ass't II Library Technical Ass't I Clerical Specialist III
-------------------------------------------	-------------------------------------------------------------------------------------------

HONORARY LIBRARY CONSULTANTS:

Mr. George Dalphin Prof. Grace Edmister Mr. Andrew Gregg Mrs. Robert Lister Dr. Hugh Miller Prof. Emeritus, Katherine Simons Prof. T. Lynn Smith	Map Librarianship Music, History New Mexicana Southwestern Bibliography Music, Bibliography Elizabethan Studies Latin American Studies
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7/2/74

Catalog Department

Foster, Don - sabbatical 6/1-12/31/74	Chief
Bessinger, Claire - 1 yr.sabbatical 6/1/74	Assistant Catalog Librarian
Brow, Ellen	Assistant Catalog Librarian
PT REFERENCE	
Fletcher, Marilyn	Assistant Catalog Librarian
Wong, Evleyn	Assistant Catalog Librarian
Cox, Barbara	Assistant Catalog Librarian
Johnson, Don	Library Technical Asst. III
Sandman, Joy	Library Technical Asst. I
Elder, Evelyn	Clerical Specialist IV
Reddy, Nirmalla	Clerical Specialist III

Processing Department

Yen, Sidney	Chief
Melling, Clark	Library Technical Asst. III
Wuest, Jacquelyn	Library Technical Asst. II (Perm. PT)

Marking Section

Milne, Sara	Library Technical Asst. I
Gibson, Linda	Clerical Specialist I

Pre-Cataloging Section

Ackerman, Margaret	Library Technical Asst. II
Choi, Sonbi	Library Technical Asst. I

Copy Cataloging Section

Paustian, Sally	Clerical Specialist III
Sittingbull, Prescilla	Clerical Specialist III
Torres, Stella	Clerical Specialist III
Wood, Henry	Clerical Specialist III
Montoya, Jennie	Clerical Specialist I

Serials Department

Ruoss, Marilyn	Chief
Olson, Kenneth	Research Librarian

Order Section

Lindas, Nancy	Library Technical Asst. II
Dailey, Stephani	Clerical Specialist III

Binding Section

Leahy, Mary	Chief
Armijo, Theresa	Library Technical Asst. II
Shebala, Marley	Clerical Specialist III
Bidewell, Ivan	Clerical Specialist III
	Clerical Specialist IV

Checklist Section

Dodge, Lucille	Library Technical Asst. I
Goodrich, Sam	Clerical Specialist IV
Clymer, Frances	Clerical Specialist III

Periodical Room Section

COLLECTION DEVELOPMENT DIVISION

George Miller, Chief

Assistant Dean of Library
Services

Merrill, Carol

Dept. Secretary

Michael, Betty

Clerical Specialist III

Bibliographers

Martin-Smith, Betty

Humanities Bibliographer

Reed, Alan

Social Science Bibliographer

Trester, Dorothy

Science-Engineering Bibliographer

Tjarks, Alicia

Library Specialist

Warren, Charles

General Bibliographer

PT REFERENCE

Searchers

Thorson, Connie

Library Technical Asst. III

Phinney, Jeannette

Library Technical Asst. I

Turner, Anita

Library Technical Asst. I

Whitham, David

Library Technical Asst. I

Kern, Elizabeth

Library Technical Asst. I

Rivas-Quijano, Silda

Library Technical Asst. I

Eden, Abigail

Library Technical Asst. I (Perm. PT)

Lackmann, Elizabeth

Library Technical Asst. I (Perm. PT)

READERS' SERVICES DIVISION

Alice Clark, Chief

Assistant Dean of Library
Services

Homestead, Mack

Orientation Coordinator & Graduate
Research Consultant

Special Collection Department

Moore, Mary Lu

Chief

Hopson, Rex

Assistant Special Collections
Librarian

Lee, Helen

Library Technical Asst. III

Blumenthal, Mary

Library Technical Asst. II

Whitham, Gail

Library Technical Asst. I

Lott, Hannah

Clerical Specialist III

Barnhart, Jan

Clerical Specialist II

Johnson, Robert

Library Technical Asst. I

Reference Department

Ruoss, G. Martin

Chief

Hight, Beatrice

Assistant Reference Librarian

Brow, Helen

Assistant Reference Librarian

PT CATALOG

Lane, Zanier

Assistant Reference Librarian

Levis, Linda

Assistant Reference Librarian

Wonsmos, Dorothy

Assistant Reference Librarian

Warren, Charles

Assistant Reference Librarian

PT BIBLIO.

Pennington, Claire

Library Technical Asst. I

Costa, Katherine

Library Technical Asst. I

Kochiyama, Nancy

Clerical Specialist II

Ethnic Studies Section

Quintana, Helena

Chief, Assistant Reference
Librarian

Government Publications Section

Duncan, Marcia

Chief

Peattie, Sue

Library Technical Asst. III

Woodward, Miriam

Library Technical Asst. I

Legere, Dorothy

Clerical Specialist IV

Circulation Department

Starr, Peter
Shoupe, Keitha

Seeds, Alice
Armijo, Eugene
Jacobson, Geraldine
Humphreys, Joe
Welk, Robert
Sanchez, Jose
Schwerkoske, Tom
Robertson, Twyla

Reserve Section

Reed, Laurel
Addy, Maria

Fine Arts Library

Wright, Jim
Cohen, Phyllis
Curtis, Charlemaud
Boehms, Don
Foliant, Jackie
Wolfe, Michael

Parish Library

Mackey, Neosha
Herrera, Agnes
Cherby, David

Chief
I.L.L. Coordinator
Library Technical Asst. III
Library Technical Asst. III
Library Technical Asst. I
Library Technical Asst. I
Clerical Specialist III
Clerical Specialist III
Clerical Specialist I
Clerical Specialist I
Clerical Specialist I (Perm. PT)

Chief, Library Technical Asst. III
Clerical Specialist II (Temp. PT)

Fine Arts Librarian
Assistant Fine Arts Librarian
Library Specialist
Clerical Specialist IV
Clerical Specialist III
Electronics Technician

Chief
Clerical Specialist III
Clerical Specialist I

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